Notice of Open Position

A Union of Professionals

April 18, 2018

Job Title: Senior Associate
Job Number: AO5-55-16-0418-V
Department: Communications

Unit: AFTSU
Supervisor: Media Affairs Manager
Salary: $85,795.07

Special Note: The senior associate will develop and implement press strategies and draft remarks and messaging for AFT leaders and campaigns.

Position Summary: Under the general supervision of the media affairs manager, the senior associate will serve as a press strategist and writer for the AFT and work with other communications staff, departments and AFT affiliates to develop and execute communications strategies around AFT campaigns and priorities.

Position Responsibilities:

- Develop and implement communications strategies to support AFT issues, campaigns, leaders and members.
- Develop strategic prep documents and provide communications support for AFT leaders and members for media interviews and external events.
- Develop message points, speeches, letters to the editor, op-eds, background pieces, fact sheets, press kit materials and other communications materials.
- Serve as a media contact at the national level for AFT issues and campaigns and develop proactive media outreach strategies.
- Identify opportunities to insert AFT leaders and members into stories and media narratives.
- Help produce and send a daily clips email each morning to AFT leaders and staff.

Primary Knowledge, Skills and Abilities:

- Experience in public relations, journalism or campaign research.
- Excellent written and verbal communications skills.
- Ability to respond quickly to developments of importance to the AFT.
- Experience writing speeches, columns, op-eds and articles.
- Ability to work under pressure and meet deadlines.
- Initiative, reliability and the ability to work in a collegial atmosphere.
- Ability to work effectively with leaders and staff in complex and sometime political situations.
- Background in labor, education and/or politics is desirable.
- Moderate travel is required.
- Prior work experience in a union environment is preferred.
- Familiarity with AFT issues and/or its affiliates is a plus.

Work Environment:

- The work is generally performed in an office environment using modern technology and computer equipment. This position involves moderate travel and sometimes requires working non-traditional hours and weekends.

Application Requirements:

Applicants should submit a cover letter and resume to the director of human resources or via email to adminjobs@aft.org. Please reference posting #AO5-55-16-0418-V.

Internal Posting Period: Internal posting period expires May 3, 2018. External applicants may be considered as of May 4, 2018.

cc: Tim Shea, AFTSU President

AFT is an equal opportunity employer.