



A Union of Professionals

Notice of Open Position

Sept. 7, 2021

<b>Job Title:</b>	Production Specialist (Assistant Director)	<b>Unit:</b>	AFTSU
<b>Posting Number:</b>	AOF-55-45-0921-V	<b>Supervisor:</b>	Senior Director of Communications
<b>Department:</b>	Communications	<b>Annual Salary:</b>	\$113,712

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities of workers.

**Position Summary:** Under the general supervision of the senior director of the Communications department, the production coordinator is responsible for planning, scheduling, executing, and managing the production of the department’s print publications and AFT’s annual Back to School materials project. The production coordinator initiates requests for competitive bids and negotiates with vendors and suppliers to produce printed media and prepares estimates and cost-analysis reports for internal budget approval. Working closely with the director, the production coordinator also prepares and manages the department budget, track expenditures, and negotiates and processes contracts with vendors. Other duties include the development of cost-effective measures with the aim of keeping spending within the department’s allocated budget.

- Position Responsibilities:**
- Prepare and manage the department budget, track expenditures and pull reports for the director
  - Manage the annual Back to School project, working closely with numerous vendors to set up ordering site, track production of items, bid out and manage printing and production of all publications and materials, compose excel files for order tracking and review by various department directors and regional directors, connect with locals regarding issues or problems with orders, track cost of the entire project and manage inventory
  - Establish relationships with vendors (printers, digital service companies, and more), prepare RFPs for numerous projects, negotiate costs and contracts.
  - Liaise with vendors to publish *American Educator* and *AFT Health Care* publications produced by the department, maintain spreadsheet of cost for each issue of each publication as it pertains to printing and postage
  - Manage USPS ACS and NCOA service
  - Manage EPS postage account, keep track of balance and make deposits before each publications goes to press, prepare quarterly letter to accounting with postage journal entries as well as balance in postage account
  - Prepare and process all contracts for the department and contracts charged to strategic comms budget line in the office of the president
  - Set up wire transfers between affiliates, AFT national and vendors as it relates to paid advertising
  - Manage the department voucher database, prepare voucher requests, append manager’s approval and invoice support forms and submit bills for payment and processing each week.
  - Balance bi-monthly VISA statements and prepare vouchers for each charge and send to accounts payable
  - Prepare extensive reports for auditors
  - Other duties as assigned.

- Knowledge, Skills and Abilities:**
- Excellent verbal communications skills.
  - Extensive knowledge of print publication production and technology.
  - 6+ years of experience in business management, print production, and budgeting required.
  - Ability to work under pressure and meet deadlines.
  - Ability to work effectively with leaders and staff in complex and sometimes political situations.
  - Background in production and/or finance is desirable.
  - Familiarity with AFT issues and/or its affiliates is a plus.

**AFT is an Equal Opportunity Employer**

*The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

**Work Environment:** The work is generally performed in an office environment. Employee must be DC-based. The position requires stamina to work long hours and ability to quickly respond to inquiries. Some travel and weekend work is required.

**How to Apply:** Applicants should submit a cover letter and resume to the director of human resources via the following link: [https://www.appone.com/MainInfoReq.asp?R\\_ID=3960694](https://www.appone.com/MainInfoReq.asp?R_ID=3960694).

**Internal Posting Period:** Internal posting period expires on Sept. 22. External candidates will be considered as of Sept. 23.

**Cc:** Audra George, AFTSU President

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