



A Union of Professionals

Notice of Open Position

March 29, 2019

Job Title:	Benefits Specialist/Assistant Director	Unit:	AFTSU
Job Number:	AOF-58-15-0319-V	Supervisor:	Assistant to the President for Strategic Initiatives
Department:	Research & Strategic Initiatives	Annual Salary:	\$106,112.78

Special Note: The AFT research and strategic initiatives department, which provides strategic and analytic support for the AFT’s national officers and affiliates engaged in bargaining and issue campaigns, is seeking staff to provide analytic capacity in the collective bargaining program.

Position Summary: Under the direct supervision of the assistant to the president for research and strategic initiatives or their designee, the assistant director will provide analytic support to all of the AFT’s constituency divisions on employee benefits covered by collective bargaining agreements.

- Position Responsibilities:**
- Serve as a primary point of contact for AFT affiliates’ benefit inquiries.
 - Interpret plan policies and provide expert guidance to AFT affiliates in bargaining on employee benefits, including major medical, dental, life insurance, workers’ compensation and retirement plans.
 - Support the development of bargaining proposals for benefits and analyze employer demands; obtain and prepare cost data for proposals for benefits and analyze employer demands.
 - Advise AFT affiliates on compliance with relevant federal and state regulations, including ERISA, HIPPA, ACA, and provisions of IRS code.
 - Develop learning resources for AFT affiliates on how to effectively bargain to improve health and retirement benefits.
 - Assist AFT affiliates with drafting information requests to employers and analyzing health and retirement plan participant data to support bargaining positions.
 - Track national trends in health and retirement benefits and recommend new programs or initiatives that may benefit AFT members.
 - Work across AFT departments, monitor legislative, legal, and regulatory changes that may impact benefit plans covering AFT members.
 - Develop and maintain relationships with insurance companies and other third-party carriers.

- Primary Knowledge, Skills and Abilities:**
- A minimum of a bachelor’s degree in a related field or equivalent experience that provide the necessary knowledge, skills and abilities.
 - Prior experience evaluating health and retirement benefit plans is required.
 - Advanced communication skills both written and oral.
 - Strong analytic skills with ability to think and act strategically.
 - Advanced skills in online search strategies and presentation programs.
 - Ability to handle confidential information and abide by AFT ethics standards regarding sensitive information.
 - Strong commitment to unions and social justice.
 - Familiarity with AFT and/or its affiliates is considered a plus.

Work Environment: The work is generally performed in an office environment, but also requires a moderate amount of out-of-town travel.

Application Requirements: Applicants should submit a cover letter and resume via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2408717.

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.

Internal Posting Period: Internal posting period expires April 13, 2019. External applicants may be considered as of April 14, 2019.

cc: Tim Shea, AFTSU President

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