



Notice of Open Position

<b>Job Title:</b>	Associate	<b>Unit:</b>	AFTSU
<b>Posting Number:</b>	AOF-58-25-0921-V	<b>Supervisor:</b>	Deputy Director
<b>Department:</b>	Research & Strategic Initiatives and Economic Security	<b>Annual Salary:</b>	\$72,583

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 direction of the deputy director, the associate will conduct research and develop materials to support AFT affiliates in their efforts to improve the wages, benefits, and working conditions of members. While the associate will have a particular focus on the development of bargaining survey tools, the associate will conduct research responsive to the varied needs of AFT affiliates. Other work will include analyzing employers’ financial condition, costing out collective bargaining proposals, and searching contract language. The associate will be responsible for using the research to help AFT affiliate leaders and staff make informed decisions about their bargaining positions and strategy. The associate will work with a mix of AFT affiliates that represent members in public education, health care, higher education, and federal, state, and local government.

- Position Responsibilities:**
- Participate in meetings with AFT affiliates to understand their research requirements in preparation for bargaining.
  - Work independently and with staff to develop analyses responsive to the research needs of affiliates, which may include survey development, financial analysis, costing, and contract language development.
  - Assist affiliates with the development of survey questionnaires using online tools to inform bargaining positions.
  - Develop bargaining survey templates and related resources to give AFT affiliates additional insight into the interests of their membership.
  - Analyze survey results and prepare written findings.
  - Draft written reports summarizing key findings for AFT affiliates and staff.
  - Present findings and related materials to AFT affiliates and AFT staff.
  - Train AFT leaders and members in basic research skills.
  - Represent the AFT at meetings and conferences as assigned.

- Knowledge, Skills and Abilities:**
- Experience with collective bargaining, financial analysis, and/or survey methods is preferred.
  - Experience analyzing financial statements and developing cost projections.
  - Skills with data analysis tools, including spreadsheets, databases, word processing software, and online survey tools is strongly preferred.
  - Demonstrated ability to communicate complex information to a lay audience.
  - Strong verbal and written communication, organizational, and interpersonal skills.
  - Ability to handle confidential information and abide by AFT ethics standards regarding sensitive information.
  - Strong commitment to unions and social justice.
  - Knowledge of AFT and its affiliates is considered a plus.

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

**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.*

**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=3960707](https://www.appone.com/MainInfoReq.asp?R_ID=3960707).

**Internal Posting Period:** Internal posting period expires Sept. 22. External applicants may be considered as of Sept.23.

**Cc:** Audra George, AFTSU President

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