



A Union of Professionals

Sept. 21, 2021

Notice of Open Position

Job Title:	Associate	Unit:	AFTSU
Posting Number:	AOF-58-52-0921-N	Supervisor:	Managers, Center for State Legislative Strategies
Department:	Research, Strategic Initiatives & Economic Security	Annual Salary:	\$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 supervision of the managers of the Center for State Legislative Strategies, the individual will conduct research and policy analysis on issues related to the financing and quality of services provided by AFT members. They will work with assigned state affiliates to track policy developments and will have responsibility for developing deeper expertise in assigned policy areas. The individual will also work with AFT staff across departments to provide research and policy support. They will have responsibility for establishing and expanding contacts with relevant government and private organizations to obtain data and information; and to develop contacts within organized labor.

- Position Responsibilities:**
- Work independently and with other AFT staff to conduct analysis and summarization of state legislative and administrative actions and proposals of concern to AFT constituencies, with health care as one area of emphasis
 - Work with other AFT and affiliate staff to prepare materials on policies relevant to AFT’s mission at the state level.
 - Produce written analysis of state legislative and administrative actions and proposals of concern to AFT constituencies.
 - Develop and maintain resources and tools for affiliate staff and leaders on state policy and related issues of concern to AFT.
 - Assist in the preparation of articles or reports for publication by the AFT.
 - Prepare presentations and communications to AFT affiliates, staff and allied organizations based on assigned research responsibilities.
 - Develop training materials for any of the above responsibilities.
 - Serve as department representative at meetings and conferences. Assist in the planning of relevant meetings.
 - Perform other duties as assigned.
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- Knowledge, Skills and Abilities:**
- Understanding of federalism, legislative processes, and organized labor.
 - Ability to read, summarize, critique and contextualize legislation and policy proposals.
 - Knowledge of public policies related to AFT’s five divisions and its mission.
 - Deeper policy knowledge in healthcare, is particularly welcome.
 - Knowledge of broader labor issues or issues related to classified school employees is welcome.
 - Excellent organizational, quantitative and analytical skills, along with the ability to prioritize and manage a range of activities.
 - Experience with Excel, other statistics software and experience creating data visualizations is a plus.
 - Ability to provide research support on time sensitive issues as they develop.
 - Strong interpersonal skills and the ability to demonstrate diplomacy, tact and a professional demeanor.

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.

- Experience working to analyze or advance policy issues at the state and local level.
- A minimum of a bachelor's degree in a related field.
- Good communication skills including both written and oral communication.
- Prior work experience in a union environment is preferred.
- Spanish language skills are considered a plus
- Familiarity with AFT and/or 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.

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=4004446.

Internal Posting Period: Internal posting period expires Oct. 5. External applicants may be considered as of Oct. 6.

cc: Audra George, AFTSU President

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