Notice of Open Position

April 18, 2018

Job Title: Senior Associate (Temporary)  
Job Number: AOF-62-10-0418-T  
Department: Political

Unit: AFTSU

Supervisor: Department Director, Deputy Director

Salary: $85,795.07

Special Note: This temporary position is for a political field communications project specialist for the 2018 election cycle and is not to exceed one year.

Position Summary: The candidate should share AFT’s values: every American deserves a chance to succeed; public service and public education are the foundation of a civilized society; and, the belief that social justice and fairness are the keys to success.

Position Responsibilities:

- Communications support for AFT affiliate networks that include utilizing AFT research and organizing political content for direct mail, fliers, web, social media, and phone and canvas tactics.
- Coordinate and implement the AFT’s direct mail and member communications program for the 2018 elections, including literature development and vendor relations.
- Provide support to AFT leadership through political background memos and political updates, as needed.
- Develop a written political field communications plan (in coordination with the political deputy and director) that is mission-driven, of the highest quality, and executed in a timely and budget-friendly manner.
- Coordinate with AFT digital department to support of targeted digital campaigns.
- Serving as a liaison with AFT communications specialists and other AFT departments to ensure political messaging and research is translated and utilized appropriately.
- Develop and implement a campaign field communications calendar, ensuring that relevant, timely content is regularly deployed, both on and offline.
- Develop weekly campaign updates for distribution to affiliate leaders, activists and AFT staff.
- Collaborate extensively with the communications department, including media affairs, digital and publications division.
- Other duties as assigned.

Primary Knowledge, Skills and Abilities:

- 5+ years of experience in communications or related field.
- Understanding of local, state and/or national political environments.
- Experience in modern campaign communications, including print, direct mail, oral and digital communication.
- Exceptional written and verbal communication skills; deep experience writing editorial copy.
- Experience managing multiple tasks and timelines simultaneously and under pressure.
- Self-directed worker capable of initiating and developing concepts independently and finding ways to improve existing outreach efforts.
- Knowledge of basic visual/graphic design principles is a plus.
- Prior work experience in a union environment is preferred.
- Familiarity with AFT 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 often requires working non-traditional hours and weekends during political cycles and legislative sessions.

Application Requirements: Applicants should submit a cover letter and resume to the director of human resources via email to adminjobs@aft.org. Please reference posting #AOF-62-10-0418-T.

Internal Posting: 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.