Notice of Open Position

AFT is an Equal Opportunity Employer

September 20, 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director (Temporary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Number:</td>
<td>AOF-62-42-0919-T</td>
</tr>
<tr>
<td>Department:</td>
<td>Political</td>
</tr>
</tbody>
</table>

**Unit:** AFTSU

**Supervisor:** Director of Campaigns

**Annual Salary:** $109,296

**Special Note:** This position is currently an election cycle position through Dec. 31, 2020.

**Who We Are:**

Americans want a better life, a better future for our kids, a voice at work and a stronger democracy. Our AFT union is the vehicle to build the power working people need. AFT’s 1.7 million members build that power by engaging each other and communities around shared values and aspirations. Our members create community inside and outside the union, by building coalitions, conducting campaigns and connecting with others. By working together, we accomplish what is impossible to achieve alone – whether through politics or collective bargaining or, as we increasingly are seeing, through direct action.

**Position Summary:**

The assistant director for campaign communication will assist the AFT political campaign team in coordinating and implementing direct member communication for local, state and national political and legislative activities. This will include legislative grassroots action, political fundraising, get-out-the-vote campaigns, expanding member participation in the legislative and political process and identifying opportunities to work with allies.

The AFT has a robust external and internal communications team. The assistant director will work to connect the political campaign team’s work to AFT’s strategic communication work, led by the AFT communications department.

The assistant director serves as a crucial link between the AFT and campaign communication on the ground and will help integrate polling, member input and AFT key value messages into our voter communication program (direct mail, digital, web, phone, fliers, etc.). The assistant director will represent the political campaign team and will work with other AFT departments to ensure coordination and efficacy; design voter engagement communication with affiliates and the political team; and, support AFT’s efforts to engage more AFT members than ever in the 2020 presidential election.

**Position Responsibilities:**

- As part of the AFT political campaign team, work with multiple departments to plan and implement political and legislative communication program, including internal campaign team briefings.
- With the assistance of the political and campaign directors, produce content for a variety of platforms, track and report its use, and assist field teams in pushing content out.
- Prepare reports and content for the political department directors to keep staff, officers and leaders informed on our election program, and regularly communicate and collaborate with teams within the organization to ensure an efficient and effective program.
- Track political landscape and developments in all AFT legislative and election priorities, including identifying opportunities to lift up the passion and work of members and affiliates into broader election communication environment.
- Assist the political and campaigns directors in the daily operations of the department.
- Other duties as assigned by the director.

**Knowledge, Skills and Abilities:**

- A minimum of three years of labor union, issue, or grassroots organizing, and/or five years of organizational, grassroots or voter communication.
- Experience writing and implementing campaign communications using a variety of tools,

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including best practices for using voter data to mobilize people.

- Excellent communications skills, both oral and written.
- Ability to develop, support, manage and ensure project completion, while managing up, down and laterally.
- Experience with a major political party or candidate.
- Preference will be given to problem-solvers who can handle complex political landscapes and diverse personalities in order to secure buy-in, alignment and to move the program.
- Spanish language skills a bonus.
- Experience with the legislative and/or political operations of the AFT, state/local AFT affiliates or the AFL-CIO is desirable.

Work Environment:

- Work is generally performed in an office environment; but requires ability to travel throughout the United States, as assigned.

How to Apply:

Applicants should submit a cover letter, resume and writing sample to the director of human resources via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2681942.

Internal Posting Period:

The internal posting period expires Oct. 5, 2019. External applicants may be considered as of Oct. 6, 2019.

Cc: Tim Shea, AFTSU President

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