



A Union of Professionals

Notice of Open Position

July 23, 2019

Job Title:	Assistant Director	Unit:	AFTSU
Job Number:	AOF-66-26-0719	Supervisor:	Director, Union Leadership Institute
Department:	Union Leadership Institute	Annual Salary:	\$109,296

Position Summary: Under the supervision of the director of the Union Leadership Institute (ULI), the individual hired for this position will work with AFT and affiliate staff as well as elected union leadership to develop organizational capacities in the priority areas of training and leadership development. The individual will serve as an instructor and course developer in union educational settings on a wide range of topics and skills. In addition, the applicant will be expected to a variety of duties as assigned.

- Position Responsibilities:**
- Assist in the planning, design and coordination of training programs in conference workshops, week-long residential programs and other settings.
 - Facilitate communication among affiliates around the training and leadership development function.
 - Provide assistance and technical support for the ongoing revision and expansion of the ULI curriculum.
 - Write, in collaboration with other department staff, training manuals, materials and promotional items related to ULI programs; special publications and reports related to the department’s training and leadership development function.
 - Work with experts in various technologies, such as video, audio and computer-based communication, to accomplish a variety of tasks related to the department’s work.
 - Be familiar with and able to evaluate outside sources of training and training materials for suitability and/or application to the needs of the AFT.
 - Challenge traditional union training and education materials with an eye towards creativity, multi-sensory experience and new techniques and curriculum.
 - Work with member and staff leadership to identify needs, provide opportunities for education at every level; must develop “train the trainer” curriculum to expand our training resources.
 - Familiarity and interest in supporting and developing online synchronous and asynchronous training.

- Primary Knowledge, Skills and Abilities:**
- The successful applicant must have experience in classroom teaching, labor education, adult education or training and the skills related to effectively communicate.
 - Experience in the labor movement, either as a staff person or elected official, is a plus.
 - Must be able to demonstrate an understanding of the labor movement and the diverse membership represented by the AFT and the institutions in which they work.
 - The successful candidate will possess strong writing skills and the ability to effectively communicate orally, along with basic computer competency, active listening, situation and policy analysis and problem solving.
 - Demonstrated experience in the organization and execution of complex projects.

Work Environment: • This position is Washington, DC-based and the work is generally performed in an office environment, but also requires frequent travel (often over weekends); can be expected in the performance of work assignments.

How to Apply: Applicants should submit a cover letter and resume via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2591675.

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 August 7, 2019. External applicants may be considered as of August 8, 2019.

cc:

Tim Shea, AFTSU President

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