



A Union of Professionals

February 20, 2020

Notice of Open Position

Job Title:	Assistant Director	Unit:	AFTSU
Job Number:	AOF-67-12-0220-V	Supervisor:	Director, AFT Nurses and Health Professionals
Department:	AFT Nurses & Health Professionals	Salary:	\$109,296

Special Note: The AFT’s healthcare division, the nation’s fastest growing union of nurses and health professionals, is seeking experienced staff to provide policy analysis for the organization’s national officers and to support coordinated affiliate participation in national issue campaigns.

Position Summary: Under the department director’s supervision, the assistant director will develop and coordinate campaign plans; conduct presentations on professional issues, industry trends and issue campaign research for the healthcare division’s constituents; and provide strategic advice for affiliate and national issue campaigns.

- Position Responsibilities:**
- Monitor and develop the organization’s responses and communication on industry trends to affiliates.
 - Provide financial and corporate research related to affiliate bargaining and policy needs.
 - Prepare position papers, fact sheets, action plans, tool kits and alerts on federal and state policy to support state and national actions on priority issues.
 - Monitor regulatory actions affecting nursing practice and healthcare delivery, and access and prepare responses for the AFT and in coalition with community partners.
 - Assist affiliates in developing external communication tools for coordinated actions on federal policy priorities.
 - Prepare and deliver educational presentations on healthcare delivery, finances and trends in healthcare affecting affiliates.
 - Produce regular communications, including social media, for state affiliates on national policy and legislative/regulatory actions.
 - Coordinate the department’s conferences and programs, and assist in the development of professional programs.
 - Assist in the coordination of joint campaign work with healthcare affiliates.
 - Coordinate conferences and affiliate events.
 - Other duties as required.

- Primary Knowledge, Skills and Abilities:**
- Relevant experience in healthcare, public policy, nursing or public health, including a deep understanding of the healthcare industry, including the healthcare finance and payment system.
 - Excellent writing and communication skills.
 - Experience in community or union organizations or in running large healthcare union organizing drives.
 - Belief in the contribution frontline healthcare workers can make to high-quality healthcare.
 - Commitment to social, economic, political and educational justice.
 - Ability to navigate a complex political work environment, working collaboratively as well as independently, and think critically and strategically.
 - Experience in and understanding of state and federal health policy and regulatory agencies.
 - Union background and experience preferred.
 - Experience in managing social media, and in designing and conducting presentations.
 - Understanding of the AFT and its healthcare affiliates.
 - Understanding of federal regulatory agencies.
 - Bachelor of Arts or Bachelor of Science degree in related field.

Work Environment: The work is generally performed in an office environment, but also requires out-of-town-travel.

How to Apply: Applicants should submit a cover letter and resume to the director of human resources or send via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2906352.

Internal Posting Period: The internal posting period for this posting expires on March 6, 2020. External applicants will be considered as of March 7, 2020.

Cc: Tim Shea, AFTSU President

AFT is an equal opportunity employer, committed to building a culturally diverse workforce and strongly encourages applications from women of color, individuals with disabilities and veterans.