



## Notice of Open Position

A Union of Professionals

July 23, 2019

<b>Job Title:</b>	Assistant Director	<b>Unit:</b>	AFTSU
<b>Job Number:</b>	AOF-68-27-0719-V	<b>Supervisor:</b>	Director, AFT PSRP Department
<b>Department:</b>	AFT Paraprofessionals & School Related Personnel (PSRP)	<b>Annual Salary:</b>	\$109,296

**Special Note:** The assistant director will be responsible for helping build PSRP programmatic and strategic capacity while working to engage our members and help affiliates build power.

**Position Summary:** Under the direction of the department director, the assistant director will support and help push our programs to affiliate leaders, activists, members and potential members. This position will be used to help develop programs for our K-12 and college support staff.

**Position Responsibilities:**

- Monitor school and college support staff trends and assist in organization response.
- Develop and implement resources and strategies to help PSRP affiliates mobilize members and potential members on local, state and national issues.
- Prepare position papers, fact sheets, action plans, toolkits and alerts to support affiliate actions on priority issues.
- Develop, organize and conduct trainings to build capacity and develop new trainers.
- Create e-learning modules on various professional development topics.
- Oversee maintenance and/or creation of member surveys and databases.
- Create talking points and scripts.
- Represent the division and national meetings and conferences.
- Assist in creating conference and meeting agendas.
- Develop and strengthen partnerships between AFT and various community organizations.

**Primary Knowledge, Skills and Abilities:**

- Experience in developing and implementing issues campaigns.
- Excellent writing and communication skills.
- Proven research skills and general knowledge of common tools for gathering data and information.
- Ability to meet deadlines and work independently.
- General knowledge of school and college issues.
- Good interpersonal skills including the ability to work in a collegial manner.
- Background in training is considered a plus.
- Background working for or in a union environment or social justice organization is considered a plus.
- Ability to speak and/or write Spanish is considered a plus.

**Work Environment:**

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

**How to Apply:** Applicants should submit a cover letter and resume via the following link:  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=2591749](https://www.appone.com/MainInfoReq.asp?R_ID=2591749).

**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

### 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.*