Notice of Open Position

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities of workers.

Position Summary:
Under the supervision of the human resources director, the deputy director, and associate director, the confidential human resources assistant is responsible for providing administrative support for human resources programs and functions. The individual will contribute to the accomplishment of human resource objectives and assist with the implementation of practices, services, policies and programs for AFT staff.

Position Responsibilities:

- Draft correspondence and memoranda, including sensitive, confidential and personal matters, related to the human resources department’s functions.
- Provide support for department initiatives including professional development, employee evaluations, labor-management committees, Coffee, Tea & Conversation, staff awareness, national staff meeting, etc.
- Manage department calendar, schedule meetings and coordinate meeting logistics.
- Manage OPEIU Employee Line, including department notification of emergency leave.
- Handle incoming and outgoing mail, including confidential correspondence, and other documentation.
- Fulfill department requests for temporary staff, including assignments, orientation, monitoring, timesheet approvals and billing.
- Maintain posting and employment bulletin boards in the human resources department and common areas by replacing expired notices, posters and job vacancies.
- Administer OPEIU applicant testing.
- Prepare AFTSU telework agreements; track and follow-up on extensions.
- Support the OPEIU/AFT Job Classification System, e.g., schedule meetings, facilitate evaluation sessions, prepare materials for review, notify staff of classification results, and maintaining records.
- Support administration of staff collective bargaining agreements and negotiations;
- Maintain department and personnel files.
- Assist in the preparation of yearly department budget.
- Process expenses, prepare vouchers, process department credit card statements and track departmental expenditures, ensuring approved budget parameters are maintained.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Work independently and exercise good judgment and discretion in confidential personnel matters.
- Demonstrate initiative, ability to prioritize and be well-organized.
- Excellent interpersonal skills to handle sensitive issues.
- Excellent written and verbal communication skills.

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.
- Ability to work with diverse employees and situations.
- Computer proficient in Microsoft Office Suite; possess ability to learn other software as needed, and have ability to conduct research using internet.

**Work Environment:** Work is generally performed in an office environment.

**How to Apply:** Applicants should submit a cover letter and resume to the director of human resources or via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3917779.

**Internal Posting Period:** There is no internal posting period for this position. Applicants will be considered as they apply.

---

**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.