



A Union of Professionals

Notice of Open Position

August 27, 2021

Job Title:	Confidential Administrative Assistant	Unit:	Confidential
Posting Number:	COPU-63-43-0821-V	Supervisor:	Director, Legal
Department:	Legal	Annual Salary:	\$63,807.53

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: The AFT Legal Department works to advise AFT officers, staff and affiliates on various legal and governance matters and coordinates litigation with outside counsel. Under the general supervision of the General Counsel and Director, the confidential administrative assistant provides support to in-house counsel and is responsible for the efficient functioning of the department. Duties involve extensive contact with AFT headquarters staff, state and local officers as well as consultants and community officials.

- Position responsibilities:**
- Assist with legal and document research including obtaining and retrieving information from various sources such as Westlaw, government agencies (i.e., Department of Labor, National Labor Relations Board), and state and federal courts.
 - Proof-read, finalize and distribute correspondence, memos and legal papers prepared by department attorneys.
 - Coordinate with the offices of the President/Secretary Treasurer/Executive Vice President to finalize and distribute documents prepared for the officers by department attorneys.
 - Assist with assignment of department attorneys to the contracts submitted to the AFT contractual database and monitor status of those contracts.
 - Assist with AFT Executive Council investigations by preparing and organizing documents, coordinating logistics for hearings, arranging for hearing transcripts and distributing materials and decisions.
 - In coordination with the AFT travel department, plan, prepare and implement steps necessary to carry out the annual AFT Lawyers Conference. Work with state bar associations to obtain CLE credit for the participants at the conference.
 - Maintain confidential legal files and hard copy or electronic records.
 - Assist in the preparation of yearly department budget.
 - Assist department attorneys with tracking and meeting filing and other deadlines for various court, administrative and internal actions.
 - Open and distribute mail, handle telephone calls, schedule appointments and make travel arrangements.
 - Other duties as assigned.

- Knowledge, Skills and Abilities:**
- Demonstrate initiative, ability to prioritize and be well-organized.
 - Excellent language and proofreading skills and be able to attend to detail with accuracy under pressure of deadlines.
 - Must be able to work independently, be well organized and have good interpersonal skills.
 - Ability to exercise good judgment and handle sensitive matters with discretion and confidentiality.
 - Computer proficient in Microsoft Office Suite; knowledge of software databases for document management and research.
 - Ability to research administrative, legislative and case law rulings is helpful.

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.

- Knowledge of the AFT and its mission is a plus and an understanding of the labor movement is helpful.
- Familiarity with unions and/or non-profit associations is preferred.

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 via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3936516.

Internal Posting Period:

There is no internal posting period for this position. All 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.