



A Union of Professionals

January 10, 2022

Notice of Open Position

Job Title:	Deputy Director	Unit:	Management
Job Number:	MGT-59-03-0122-V	Supervisor:	Director, Convention, Meetings & Travel
Department:	Convention, Meetings & Travel	Annual Salary:	\$167,130.97

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 to apply.

Position Summary: Under the direction of the director, the deputy director assists in the management and supervision of department staff, assigning work and setting priorities within the department with the goal of using resources wisely. The department coordinates roughly 200 meetings annually, ranging in size from 10 to 5,000 participants, the responsibilities for which are divided equally among the meeting planners within the department. The overwhelming majority of the deputy director's time is spent hands-on coordinating and managing conferences and meetings.

- Position Responsibilities:**
- Assists the director with placement of meetings, negotiating contracts, coordinating logistical arrangements for assigned meetings, campaigns, marches, rallies and working on-site to troubleshoot and ensure meetings flow smoothly while adhering to budget guidelines.
 - Coordinates logistics for the biennial TEACH Conference and production logistics of the convention.
 - Assists the director in all aspects of convention planning, with duties varying depending upon convention site, and includes, but is not limited to shuttle busing, special events, optional tours, hospitality, etc.
 - Coordinates transportation for leaders, members and staff, including car service and busing.
 - Provides backup to department staff handling all the meeting arrangements taking place in the AFT building for staff, members, and outside guests.
 - Must develop and maintain cooperative work relationships with various AFT department directors and staff, as well as with leaders in the industry.
 - In the director's absence, reviews, analyzes, negotiates and places conferences/meetings requested by various AFT departments.

- Knowledge, Skills and Abilities:**
- The individual must be a highly organized, detail-oriented professional with at least ten (10) years' experience in all facets of convention servicing, preferably with prior employment in a major convention hotel or meetings department of an organization or business and possess a proven successful industry track record.
 - Must be adept at working under pressure while meeting deadlines and effectuating last-minute program changes with interdepartmental staff as well as outside businesses.
 - Exceptional interpersonal and communication skills are required.
 - Experience working with unions is preferred.

Work Environment: Work is generally performed in an office environment, but extensive travel is required. This position is based in Washington, DC.

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.

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=4271499.

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

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