



A Union of Professionals

Notice of Open Position

October 21, 2020

Job Title:	Administrative Assistant/Grade 7	Unit:	OPEIU (Job#59)
Job Number:	OPU-30-34-1020-V	Supervisor:	Assistant to the President for Labor, Government and Political Affairs
Department:	Political	Annual Salary:	\$58,006.85

Special Note: The administrative assistant supports a high-level executive, the assistant to the president for labor, government and political affairs, who oversees two departments as well as interdepartmental work.

Position Summary: The administrative assistant supports the work, meetings and travel and responds to issues that arise from daily oversight and coordination with all the departments' work having to do with politics, government affairs, inter-union activity and moving a progressive agenda. Daily responsibilities include frequent direct and indirect interaction with AFT and affiliate leadership, senior staff and high profile external individuals and group representatives via phone, in person and email communication.

- Position Responsibilities:**
- Manage and keep current, the calendar for the assistant to the president, logging frequent changes and ensuring notification of changes; prepare nightly calendar with materials and outstanding items to be followed up and scheduled.
 - Conduct Internet searches and develop informational packet(s); locate articles or stories as directed.
 - Prepare budget by monitoring, tracking and reviewing expenditures and updating as necessary; draft initial narrative to accompany budget entries.
 - Arrange travel and prepare informational file for each trip.
 - Handle logistics and scheduling for in-person, on-line and telephone meetings.
 - Work closely with political department support staff to handle logistics and preparations for several recurring annual meetings, including the legislative and political conference, political bootcamps and other trainings, in addition to other department activities.
 - Prepare materials for meetings and presentations.
 - In collaboration with meetings and travel department, handle logistics for trainings and meetings.
 - Draft standard correspondence; draft email correspondence and send on behalf of supervisor.
 - Submit invoices and contracts for payment and track approval process.
 - Monitor subscriptions for important content and flag for supervisor's review.
 - Attend meetings as needed and take minutes, transcribe and distribute.
 - Create and maintain listservs and mailing lists of key progressive allies and other contacts.
 - Answer telephone; manage voice mail messages and forward for response or respond directly to inquiries; track response from supervisor to ensure follow-up.
 - Create, organize and maintain subject files (electronic and physical).
 - Other duties as assigned.
 - Participate in supportive role assignments under the direction of the human resources department.

- Primary Knowledge, Skills and Abilities:**
- Thorough knowledge of the organization, good judgement and a friendly, diplomatic demeanor is required as the assistant to the president oversees departments that have extensive contact with members of Congress, candidates for federal and state office, high-ranking elected and appointed officials at the federal and state level.
 - An understanding of AFT's policies and procedures is helpful.
 - Ability to multitask is important as is the ability to work independently with attention to detail.
 - Applicants should possess the ability to adapt quickly and react positively to organizational needs and changes in strategies and direction of work.
 - Excellent interpersonal and communication skills, both written and verbal.

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.

- Applicants should possess strong initiative and be well-organized.
- Knowledge of standard office equipment and computer proficiency (or willingness to train on standard AFT software).
- Advanced knowledge of PowerPoint for the creation of advanced presentations.
- Prior work experience in a union environment is preferred.
- Familiarity with AFT and/or its affiliates.

Work Environment:

- Work is generally performed in an office environment; however, occasional overtime is expected.

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=3251050.

Internal Posting Period:

Internal posting period expires November 4, 2020. External applicants may be considered as of November 5, 2020.

cc:

Patricia Cook, OPEIU Shop Steward

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