



A Union of Professionals

Notice of Open Position

Sept. 15, 2021

Job Title:	Member Benefits Assistant (Grade 7)	Unit:	OPEIU (Job #112)
Job Number:	OPU-31-33-0921-V	Supervisor:	Sr. Assistant to the Secretary-Treasurer
Department:	Office of the Secretary-Treasurer	Annual Salary:	\$58,006.85

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 direct supervision of the senior assistant to the Secretary-Treasurer and associate director, the member benefits assistant administers the accidental death & dismemberment claims, processes vendor payments, handles travel and conference arrangements, including PowerPoints, responds to questions from state and local leaders, membership, AFT + partners and AFT staff on all aspects of the 50+ AFT benefit programs. In addition, this person must stay informed of program changes, major organizing drives and AFT priorities.

Position Responsibilities:

- Check incoming mail and email and respond to requests for information.
- Processes all members' accidental death and dismemberment claims; serves as point of contact for inquiries.
- Respond to members' and leaders' complaints and concerns regarding AFT + member benefits and forward to appropriate partner for resolution.
- Verifies membership for Union Plus Scholarships and first-time homeowner's awards.
- Answer member questions regarding their AFT ID number.
- In coordination with the convention, meetings, and travel department, make travel arrangements and plan meetings.
- Answer telephone; retrieve mail, photocopy, scan documents; draft correspondence and file.
- Process payments for AFT-provided benefit programs (AD&D, ID Theft, Trauma Counseling) along with other voucher requests.
- Process program royalty income from vendors including completing deposit forms and logging income to track.
- Maintain departmental list of vendor program contacts and key state and local personnel.
- Staff AFT + booth at conferences and meetings.
- Initiate AFT + publications cycle by inviting partners to review and update their program in the AFT + benefits booklet and other AFT channels.
- Processes publication orders from affiliates and for staff attending conferences/meetings.
- Participate in supportive role assignments under the direction of the human resources department.

Knowledge, Skills and Abilities:

- Good written and verbal communications skills.
- Excellent interpersonal skills including the ability to maintain confidentiality and a warm but professional manner when dealing with sensitive and/or difficult situations.
- Ability to work independently with excellent organizational skills including ability to prioritize competing demands based on general instructions and own knowledge.
- Familiarity with unions and/or non-profit organizations preferred.

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.

Work Environment: Work is generally performed in an office environment; however, occasional travel to conferences and meetings is required.

How to Apply: Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. 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=3986469.

Internal Posting Period: . The internal posting period for this position expires Sept. 29. External candidates will be considered as of Sept. 30.

cc: Patricia Cook, OPEIU #2, Shop Steward

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