



A Union of Professionals

Notice of Open Position

January 10, 2022

Job Title:	Administrative Assistant	Unit:	OPEIU (Job #84, Grade 6)
Posting Number:	OPU-39-02-0122-V	Supervisor:	Director of Field Services
Department:	Educational Issues	Annual Salary:	\$56,093.36

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 administrative assistant performs secretarial duties for a director and manager in the educational issues department. The individual provides support for the field services director and manager who help manage some of the department's major projects, particularly school improvement, labor-management collaboration, Teacher Leaders Program and teacher development and evaluation.

Position Responsibilities:

- Schedule appointments, meetings and conference calls.
- Prepare and process non-employee expense reimbursements.
- Draft, type and/or format correspondence and documents (e.g., workshop materials, PowerPoint presentations, handouts, charts, graphs and other materials).
- Draft quarterly budget reports and track budgetary expenditures for reconciliation.
- Handle logistics, including registration, for training, meetings and conferences (including annual Center for School Improvement and Teachers Leaders and teacher policy meetings).
- Arrange webinars and video conferences; coordinate remote hosting, record webinars and edit playback tape before distribution.
- Process consultant contract approvals.
- Research and monitor journal articles and conferences involving pertinent educational issues topics.
- Participate in supportive role assignments under the direction of the human resources department.

Knowledge, Skills and Abilities:

- Knowledge of standard office equipment and computer proficiency. Willingness to learn all relevant AFT platforms and programs required for fulfilling job functions.
- Attention to detail with the ability to multitask.
- Good telephone and interpersonal skills are required.
- Ability to prioritize assignments and work independently.
- Excellent written and verbal communication skills are essential.

Work Environment: Work is generally performed in an office environment, but occasional travel 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=4271751.

Internal Posting Period: The internal posting period expires on January 24. External candidates will be considered as of January 25.

cc: Patricia Cook, OPEIU #2, Shop Steward

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.