Notice of Open Position

April 18, 2018

Job Title: Administrative Assistant (Grade 6)
Job Number: OPU-39-06-0418-V
Department: Educational Issues

Unit: OPEIU (Job #131)
Supervisor: Assistant to the President for Educational Issues
Annual Salary: $52,334.68

Position Summary: Under the supervision of the assistant to the president for educational issues, the administrative assistant’s primary responsibilities are to coordinate events, perform searches and manage the professional learning resources for the assistant director, and update working documents.

Position responsibilities:

- Maintain calendars, coordinate travel and handle logistics for meetings, conferences and seminars.
- Respond to internal and external requests for information; compile and summarize data and statistical results; prepare summary on topics such as ESEA and federal grant programs and policy issues.
- Facilitate and coordinate translation of educational issues materials into other languages as needed; assist directly in some translations such as English to French, Hebrew, or Arabic.
- Update internship orientation guidelines in accordance with AFT’s policies and procedures, and assist in coordinating intern activities.
- Create PowerPoint presentations and work with project management software, possibly including Google documents, Smartsheet, Asana, or Trello software.
- Work with trainer and module developers to revise professional learning course modules; create and update course materials for major professional development events and workshops; manage inventory of professional learning materials.
- Assist in planning and coordination of community outreach and professional development events nationwide.
- Participate in support role as directed by the human resources department director.
- Other duties as assigned.

Primary Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- Ability to read and translate French.
- Must have attention to detail with ability to multi-task.
- Knowledge of standard office equipment and computer proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint, or willingness to train on standard AFT software).
- Familiarity with AFT and/or its affiliates or prior work experience in a union environment is preferred.

Work Environment: The work is generally performed in an office environment with minimal travel required.

Application requirements: Applicants should submit a cover letter and resume to the director of human resources or via email to supportjobs@aft.org. Please reference posting #OPU-39-06-0418-V.

AFT is committed to building a culturally diverse workforce and strongly encourages applications from women, people of color, individuals with disabilities and veterans.

Internal Posting Period: Internal posting period expires May 3, 2018. External applicants may be considered as of May 4, 2018.

cc: Marcia Reid, OPEIU Shop Steward

Equal Opportunity Employer.