Notice of Open Position

Job Title: Administrative Assistant/Grade 7
Posting Number: OPU-39-15-0418-V
Department: Educational Issues

Unit: OPEIU (Job #132)
Supervisor: Field Director, Educational Issues
Annual Salary: $55,202.35

Special Note: The purpose of this position is to provide support to the field director on grant related projects.

Position Summary: Under the general supervision of the field director, the duties of the administrative assistant include but are not limited to: processing payments, creating and maintaining accurate financial data and preparing financial reports for grant partners and funders. This position will be funded by an outside grant and its continued existence may depend on the continuation of such grant.

Position Responsibilities:
- Monitor and track multi-million dollar grant funds and prepare grant expense reports.
- Coordinate logistics for large conferences and meetings and process related meeting expenses.
- Maintain SharePoint site with current events and resources for affiliates.
- Create and monitor data collection for grant-funded activities including teacher surveys, focus group protocols, questionnaires and other tools.
- Maintain supervisor’s calendar, schedule appointments and make travel arrangements to include airline and hotel.
- Process consultant contract agreements.
- Research current journal articles and conferences involving grant-related topics.
- Complete and process invoices for payments related to grant expenditures, including processing timesheets for grant-funded district coordinators.
- Assist in maintaining multi-million dollar grant-related files, records, and reports to funders.
- Amend grant budgets and designate items.
- Set up webinars and video conferences, and reconcile billing with other AFT departments.
- Draft, edit and proofread correspondence.
- Handle telephone inquiries, fax and photocopy.
- Participate in supportive role assignments under the direction of the human resources department.

Primary Knowledge, Skills and Abilities:
- Knowledge of standard office equipment and computer proficiency (or willingness to train on standard AFT software).
- Must be able to work independently and be well organized.
- Excellent oral, written, proofreading and verbal skills.
- Basic math skills necessary.
- Familiarity with unions and/or non-profit associations is preferred.

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

Application Requirements:
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 or send via e-mail to supportjobs@aft.org. Please reference posting #OPU-39-15-0418-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:
Expires May 3, 2018. External applicants may be considered as of May 4, 2018.

cc: Marcia Reid, OPEIU#2 shop steward

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