



A Union of Professionals

Notice of Open Position

June 8, 2021

Job Title:	Administrative Assistant, Grade 7	Unit:	OPEIU
Job Number:	OPU-45-13-0621-V	Supervisor:	Director
Department:	International Affairs	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: The individual will support the AFT's multidimensional international work in human labor and human rights advocacy, education and public sector initiatives. A major emphasis of the responsibilities imbedded in this position is the participation in the international and bilateral events of the he AFT vice president, officer and managers. Communication and outreach with global union federation and partner unions around the world are as critical as the daily administrative operations of the department. This position will provide support to the department director and other managers and staff involved in the program.

- Position Responsibilities:**
- Fulfill the requirements of the budgetmeister, preparing annual department budget and monitoring expenditures.
 - Process payments (often as wire transfers abroad) to vendors, expense reports for VPs participating in overseas meetings, expense reports for volunteer trainers; payment of charges on the department credit card and invoices for any other goods and services.
 - Draft consultant contracts and process contribution requests and dues payments to EI and PSI and other organizations of which AFT is a member.
 - In collaboration with the convention, meetings and travel department, handle logistics for conferences and meetings for AFT officers, vice presidents and staff traveling abroad and for global union representatives traveling to the US.
 - Maintain department work plan (annually, monthly, and weekly); prepare weekly reports for the secretary-treasurer.
 - Translate correspondence for supervisor or President's office; obtain signature, copy, mail and file.
 - Prepare official correspondence for the officers' signatures, send to copyediting, and forward to recipient (often heads of state, US cabinet officials, the White House, members of Congress).
 - Establish and maintain files in the department's electronic filing system.
 - Maintain the department's international contact file; distribute electronic communications to persons of interest and handle incoming and outgoing postal mail and shipments.
 - Respond to telephone and email inquiries and serve as first point of contact for the department.
 - Maintain supervisor's calendar and the department calendar; schedule meetings.
 - Organize internal and external meetings in person, on virtual platforms or telephonic conference calls.

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

- Arrange for translation into one or more languages of documents or interpretation at meetings.
- Oversee the work of the department intern(s).
- Participate in supportive role as directed by the human resources director.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Candidate must be well organized, able to multitask and work independently with attention to detail.
- Excellent written and verbal communication skills are essential as well editorial proofreading skills.
- Collaborative Interpersonal skills that foster teamwork.
- Knowledge of standard office equipment and computer proficiency. High-level competency, particularly with Microsoft 365, Word, Excel, Zoom, Skype.
- Union experience and familiarity with AFT and/or its affiliates preferred.
- Knowledge of at least one foreign language preferred.

Work Environment:

Work is performed in an office environment.

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=3711973.

Internal Posting Period:

The internal posting period for this position ends June 22. External applicants are eligible as of June 23.

cc: OPEIU Shop Steward

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