



Notice of Open Position

<b>Job Title:</b>	Administrative Assistant/Grade 6	<b>Unit:</b>	OPEIU (Job #86)
<b>Posting Number:</b>	OPU-48-35-0921-V	<b>Supervisor:</b>	Sr. Directors, Organization & Field Services
<b>Department:</b>	Organization & Field Services	<b>Annual Salary:</b>	\$54,993.49

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 general supervision of the deputy director, the administrative assistant provides support to a deputy director, two AFTSU staff, and other staff within the department as necessary.

- Position Responsibilities:**
- In collaboration with the convention, meetings and travel department, handle logistics for conferences and meetings of various sizes that are sponsored by the department.
  - Assist with the implementation and coordination of AFT charter school organizing efforts.
  - Support AFT efforts to develop and implement database solutions for organizing campaigns.
  - Assist with implementation and coordination of the Organizer-in-Training program, including development of a communications structure and an electronic tracking process.
  - Assist with coordination and execution of the Organizer Exchange Program, to include regular coordination with AFT regional offices.
  - Create and maintain a tracking system for federal and state ULPs (Unfair Labor Practices) filed by AFT with regard to charter schools using spreadsheets and information databases.
  - Perform independent Internet research, collect and, if necessary, tabulate data.
  - Assist in data acquisition, data cleansing and consolidation.
  - Generate reports in Access and other database programs.
  - Draft, edit and prepare correspondence, presentations, reports and other materials.
  - Maintain department calendar; schedule appointments; make travel arrangements; answer telephone and organize conference calls; process mail; create and maintain files; order and maintain supplies; copy and fax materials.
  - Back up support for the member benefits department which requires the ability to understand and communicate directly to members the complex requirements and benefits of their Union Plus membership.
  - Participate in supportive role assignments under the direction of the human resources department.
  - Other duties as assigned.

- Primary Knowledge, Skills and Abilities:**
- Must be well organized and able to work independently and cooperatively within the department, with members, leaders, and outside organizations.
  - Ability to efficiently organize and manipulate large amounts of electronic data.
  - Thorough knowledge of Microsoft Access and understanding of basic database concepts.
  - Experience with performing Internet searches.
  - Ability to prioritize assignments from various staff and meet critical deadlines.
  - Excellent interpersonal and communication skills, both written and verbal.
  - Interest in/familiarity with public policy and educational reform
  - Knowledge of standard office equipment including computer proficiency and knowledge of Microsoft Word, Excel, and PowerPoint (or willingness to train).
  - Familiarity with unions and/or non-profit associations is 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, some travel and occasional overtime 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 or via the following link: [https://www.appone.com/MainInfoReq.asp?R\\_ID=3960590](https://www.appone.com/MainInfoReq.asp?R_ID=3960590).

**Internal Posting Period:**

The internal posting period for this position expires Sept. 21. External applicants may be considered as of Sept. 22.

cc: Patricia Cook, OPEIU#2 shop steward

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