



Notice of Open Position

<b>Job Title:</b>	Administrative Assistant/Grade 7	<b>Unit:</b>	OPEIU (Job # 123)
<b>Posting Number:</b>	OPU-48-36-0921-V	<b>Supervisor:</b>	Sr. Director of Organization & Field Services
<b>Department:</b>	Organization & Field Services	<b>Annual Salary:</b>	\$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:** Under the direct supervision of the senior directors of organization & field services, the administrative assistant is under the direction and provides support to the senior director of field staff development and is assigned as necessary, to organizing directors and other staff.

- Position Responsibilities:**
- Provide support department staff working with the AFT Retirees Program.
  - Coordinate logistics for the Essential Skills for Organizers training program, and other events attended by AFT National officers, local affiliate leaders and external partners.
  - Process reimbursements for the annual AFT Retiree Organizing Grant program.
  - In collaboration with the convention, meetings and travel department, make travel arrangements and handle logistics for conferences and meetings of various sizes that are sponsored by the department.
  - Maintain organization elections data in Access database; generate reports across constituencies.
  - Process timesheet submissions and expense reimbursement requests from NEROP Project Staff.
  - Assist in data acquisition, data cleansing and consolidation.
  - Prepare membership reports for financial assistance packets for each council meeting.
  - Draft, edit and prepare correspondence, presentation reports and other materials for conferences and meetings.
  - Process letters and correspondence requiring the signature of an AFT officer.
  - Process associate membership applications and renewals.
  - Assist with answering daily associate membership calls and email inquiries regarding application payments and membership renewals; process applications.
  - Maintain department calendar and schedule appointments.
  - Retrieve and distribute mail; copy and fax materials.
  - Order supplies; create and maintain files.
  - Provide back-up support for administrative assistant/accountant during back-to-school season.
  - Participate in supportive role assignments as requested by the director of human resources.
  - Occasional travel and overtime are required.

- Knowledge, Skills and Abilities:**
- Must be well organized and able to work independently and cooperatively within the department, across departments and with affiliate leaders and members.
  - Ability to efficiently organize and manipulate large amounts of electronic data.
  - Ability to effectively communicate with leaders of affiliates and of outside organizations.
  - Interest in and familiarity with labor unions and member organizing, including familiarity with other organization working closely with the AFT.
  - Ability to prioritize assignments from various staff and meet critical deadlines.
  - Excellent interpersonal and communications skills, both written and verbal.
  - Thorough knowledge of standard office equipment including computer proficiency and knowledge of Microsoft Word, Excel, PowerPoint and Access (or willingness to train).

**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 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=3960687](https://www.appone.com/MainInfoReq.asp?R_ID=3960687).

**Internal Posting Period:** Internal posting period expires Sept. 21. External applicants may be considered as of Sept. 22.

**Cc:** Patricia Cook, OPEIU 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.*