Notice of Open Position

A Union of Professionals

September 14, 2017

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Website Production Specialist / Grade 7</th>
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<tbody>
<tr>
<td>Posting Number:</td>
<td>OPU-55-08-0817-V</td>
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<td>Unit:</td>
<td>OPEIU (Job #104)</td>
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<td>Supervisor:</td>
<td>Assistant to the President for Communications and Digital Manager</td>
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<td>Department:</td>
<td>Communications</td>
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<td>Annual Salary:</td>
<td>$55,502.50 - $85,071.55</td>
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**Position Summary:** Under the supervision of the assistant to the president for communications and the digital manager, the website production specialist provides online and technical support, assists in the production of the department’s online publications and supports digital staff on AFT’s campaigns and initiatives.

**Position Responsibilities:**

- Post new content and edit existing content as needed on AFT’s public websites such as AFT.org and other campaign sites as well as on LeaderNet, AFT’s permission-restricted Intranet for affiliate leaders, staff and volunteers.
- Support LeaderNet users by answering email messages and assisting users with surveys and form tools, answering questions, troubleshooting problems and tutoring users on using the website.
- Update AFT StateWeb users’ manual; test all new features; syndicate stories to state and local affiliates and respond to inquiries.
- Retrieve, answer and/or forward significant volume of email messages generated through the AFT.org website.
- Prepare PDF files for posting on AFT.org website; proof pages and troubleshoot layout problems; optimize document for various Internet search engines (e.g., Google, Yahoo, etc.).
- Attend weekly meetings with online staff to discuss web projects.
- Answer department phone lines; arrange departmental staff meetings and register staff for out-of-town conferences.
- Prepare vouchers and submit bills for payment and processing.
- Participate in supportive role assignments under the direction of the human resources department.

**Knowledge, Skills and Abilities:**

- Experience using Drupal content management publishing system and Photoshop, is a plus.
- Must have attention to detail, be well organized and able to establish priorities.
- Successful candidates should have excellent oral, written and proofreading skills.
- Knowledge of standard office equipment and computer proficiency (or willingness to train on standard AFT software).
- Familiarity with unions and/or non-profit associations is preferred.

**Application:** 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 email to supportjobs@aft.org. Please reference posting #OPPU-55-08-0817-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 September 28, 2017. External applicants may be considered as of September 29, 2017.

cc: Marcia Reid, OPEIU#2 Shop Steward

**Equal Opportunity Employer.**