Notice of Open Position

2021

Job Title: Administrative Assistant/Grade 5
Posting Number: OPU-55-40-0921-V
Department: Communications

Unit: OPEIU (Job #64)
Supervisor: Sr. Director, Communications
Annual Salary: $51,980.15

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, the administrative assistant provides support to the assistant to the president for communications, other managers and AFTSU staff of the media team.

Position Responsibilities:
- Compile news clips for the daily digest from several websites, as well as google alerts; upload using the daily clips publishing system on LeaderNet.
- Using the Cision database, format and distribute press releases and media advisories; create, review and update media lists.
- Answer telephone; electronically file documents.
- Retrieve and review messages containing complaints, disseminate accordingly.
- Schedule Zoom meetings and set up conference calls.
- In coordination with the convention, meetings and travel department, make travel arrangements.
- Order new subscriptions for newspapers and magazines.
- Order office supplies.
- Participate in supportive role assignments under the direction of the human resources department.
- Other duties as assigned.

Knowledge, Skills and Abilities:
- 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.
- Familiarity with print publication process is a plus.
- Familiarity with Mac computers is preferred.

Work Environment:
Work is generally 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=3960415](https://www.appone.com/MainInfoReq.asp?R_ID=3960415).

Internal Posting Period:
The internal posting period for this position expires on Sept. 21. External candidates will be considered as of Sept. 22.

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.
cc: Patricia Cook, OPEIU #2, Shop Steward

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