



A Union of Professionals

Notice of Open Position

Sept. 7, 2021

Job Title:	Production Assistant, Grade 7	Unit:	OPEIU (Job #104)
Posting Number:	OPU-55-41-0921-V	Supervisor:	Senior Director of Communications, Digital Director
Department:	Communications	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: Under the supervision of senior director of the communications department and the digital director, the production assistant provides administrative and production support, assists in the production team with various tasks to keep of the department’s work flowing, and assists with the production of online and print publications.

- Position Responsibilities:**
- Handle logistics, schedule and attend meetings; manage and keep up-to-date calendars.
 - Arrange travel and prepare informational file.
 - Assist staff with all First Book related work, including shipping and preparing printed materials.
 - Serve as point of contact for Adobe InCopy problems/questions and resolve issues; coordinate required upgrades of publication Woodwing server; instruct team on how to install updates.
 - Work closely with MacMedics and serve as point of contact for all Mac-specific computer issues; coordinate with MacMedics to resolve and ensure timely support is provided; maintain Mac equipment list; and budget for replacements.
 - Prior to AFT conventions and TEACH conferences, prepare computer monitors and accessories for the temporary offices at remote site; assemble trunks of office supplies and equipment.
 - Retrieve membership information for writers, directors and other department staff.
 - Prepare vouchers for all Facebook, Twitter and other digital advertisements; process for payment; track expenditures.
 - Serve as backup for routing production requests from other departments and affiliates.
 - Work closely with production staff to order signage with vendors.
 - Retrieve and disseminate significant volume of email messages generated through the AFT.org website.
 - Order occasional courier service, retrieve mail, ship materials, videos and streaming equipment.
 - Participate in supportive role assignments under the direction of the human resources department.
 - Overtime is required before and during major conferences/meetings.

- Knowledge, Skills and Abilities:**
- Successful candidates should have excellent oral, written and proofreading skills.
 - Ability to meet frequent and urgent deadlines is a must.
 - Must have attention to detail, be well organized and able to establish priorities.
 - Knowledge of Mac office equipment and computer proficiency is a must.
 - Knowledge of Adobe publishing products is a must.
 - 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, occasional travel 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 via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3960462.

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

Cc: Patricia Cook, OPEIU#2 Shop Steward

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