



A Union of Professionals

## Notice of Open Position

March 26, 2021

<b>Job Title:</b>	Meetings Assistant	<b>Unit:</b>	OPEIU Grade 7 (Job #58)
<b>Posting Number:</b>	OPU-59-07-0321-V	<b>Supervisor:</b>	Director, Meetings and Travel
<b>Department:</b>	Convention, Meetings & Travel	<b>Annual Salary:</b>	\$58,006.85

**Position Summary:** Under the supervision of the director, provides assistance to the administrative staff with housing and other logistical arrangements for AFT meetings and conferences. The meetings assistant is also responsible for making reservations for AFT members, officials and staff.

**Position responsibilities:**

- Provide logistical support for meetings and conferences including arranging for housing and function space, food and beverage, and audiovisual equipment.
- Create and edit function and audiovisual charts and food and beverage lists.
- Review hotel and other invoices for accuracy and transmit to accounting department for payment.
- When on-site, serve as a liaison between meeting participants and hotel staff to resolve problems.
- Compile expenditure and statistical information.
- Inspect facilities to ensure that setups and equipment requests are correct and resolve issues as necessary
- Assist in registration of meeting/conference participants.
- Handle telephone and e-mail inquiries, sort and distribute mail.
- Maintain AFT LeaderNet and website calendars.
- Draft, edit, proofread correspondence for internal and external communication; create and maintain chronological files; photocopy, scan and fax.
- Participate in supportive role assignments under the direction of the human resources department.

**Primary Knowledge, Skills and Abilities:**

- Ability to exercise good judgment and handle sensitive matters with discretion.
- Attention to detail with a high degree of accuracy is essential.
- Excellent interpersonal communication skills, both written and verbal.
- Ability to work independently and cooperatively within the department and with AFT staff, on deadline and in high-pressure situations.
- Knowledge of standard office equipment and computer proficiency in MS Office and Outlook (and willingness to train on standard AFT software).
- Familiarity with unions and/or non-profit associations is preferred.

**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=3525665](https://www.appone.com/MainInfoReq.asp?R_ID=3525665).

**Work Environment:** Work is generally performed in an office environment; however, frequent overtime and some travel are expected.

**Internal Posting Period:** Internal posting period expires April 9, 2021. External applicants may be considered as of April 10, 2021.

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

AFT is an equal opportunity employer, committed to building a culturally diverse workforce and strongly encourages applications from persons of color, individuals with disabilities and veterans.