



A Union of Professionals

Sept. 7, 2021

**Notice of Open Position**

|                        |                                  |                       |                                |
|------------------------|----------------------------------|-----------------------|--------------------------------|
| <b>Job Title:</b>      | Administrative Assistant/Grade 6 | <b>Unit:</b>          | OPEIU (Job #81)                |
| <b>Posting Number:</b> | OPU-62-31-0921-V                 | <b>Supervisor:</b>    | Director, Political Department |
| <b>Department:</b>     | Political                        | <b>Annual Salary:</b> | \$54,993.49                    |

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:** This position provides daily administrative support to the department programs and personnel assists the department with coordination and administrative responsibilities for election campaigns, provide daily support for the department staff, maintain and update campaigns and departmental tools, and provide scheduling support for the political desk.

**Position**

**Responsibilities:**

- Maintain staff schedules and arrange for staff travel to/from assignments.
- Create and maintain secure, detailed electronic and paper files for release time programs, including preparation of assignment letters and reports for campaign activities.
- Support and update member activism, campaign and department tracking and reporting tools.
- Support the maintenance and use of political activists technology such as LAN (the political action database), Hustle, Mobilize.org and Outreach Circle.
- Attend and arrange logistics for conferences and meetings including internal organizational and external meetings such as the Winter Legislative Meeting.
- Receive and process payment for invoices; track and ensure expenditures are approved.
- Provide support at AFT convention.
- Retrieve, sort and distribute mail and answer telephone.
- Handle travel and hotel arrangement for political campaigns deployments.
- Track and provide support for Solidarity Fund requests and corresponding local union mailings.
- Track and provide support for fundraisers and other campaign events.
- Participate in supportive role assignments under the direction of the director, human resources department.
- Overtime is occasionally required for this position, especially during political campaign seasons.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Attention to detail is a must.
- Must have reliable attendance record and able to work independently.
- Ability to set priorities given general parameters, and meet deadlines.
- Proven time management skills that demonstrate an ability to organize and manage multiple priorities in rapidly changing circumstances are essential.
- Good interpersonal skills including the ability to maintain a professional manner when dealing with difficult situations.
- Excellent written, proofreading and verbal skills are required.
- Ability to succeed in a dynamic environment with shifting priorities.
- Good computer skills, proficient in Microsoft office and comfortable learning new computer programs and web applications.
- Experience working with political campaigns and/or handling political expenditures and reporting.
- Prior work experience in a union environment 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.*

- Familiarity with AFT and or its affiliates.

**Work  
Environment:**

- The work is performed in an office environment, but travel to provide support at meetings is required.

**Application  
Requirements:**

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=3960646](https://www.appone.com/MainInfoReq.asp?R_ID=3960646).

**Internal Posting  
Period:**

Internal posting period expires Sept. 21. External applicants may be considered as of Sept. 22.

**cc:**

Patricia Cook, Shop Steward

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