



<b>Job Title:</b>	Assistant Director for Instructional Design and Delivery	<b>Unit:</b>	AFTSU
<b>Job Number:</b>	AOF-66-32-0522-N	<b>Supervisor:</b>	Director, Union Leadership Institute
<b>Department:</b>	Union Leadership Institute	<b>Annual Salary:</b>	\$113,712

**Mission Statement:** AFT 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 organizing; collective bargaining; community engagement; political activism; diversity, equity and inclusion; and, especially, through the work our members do.

**Position Summary:** The assistant director collaborates with AFT's state and local affiliate leaders and partner organizations as well as with other AFT department staff to ensure AFT's Union Leadership Institute offers impactful, relevant, helpful, and engaging training opportunities through all possible modalities. We are looking for an assistant director with significant experience – or a willingness to learn and become proficient – in learning management systems (LMS) who is able to develop and implement and expand e-learning opportunities for AFT state and local union leaders. We also are looking for an assistant director with experience conducting in-person training for union members or activists in progressive organizations.

**Position Responsibilities:**

- Work with other ULI staff, as well as with officers and staff of AFT affiliated unions, AFT departmental staff, and other content experts to determine trainings of value to AFT's state and local leaders.
- Lead instructional design work for a variety of AFT ULI in-person, e-learning or blended courses, recommend most appropriate training approach.
- Lead the conversion process of courses traditionally offered in-person to online options for computers, tablets and/or phones – whether asynchronous, interactive, offered-over-a-period-of-time or micro courses.
- Manage ULI's branding and template standards, ensuring consistency and clarity.
- Supervise the development and maintenance of an electronic course catalogue.
- Work with internal and external developers to ensure AFT's e-learning site is nimble and provides a positive online training experience for those using the platform.
- Deliver respectful, inclusive trainings sensitive to diversity, equity and inclusion.
- Be fluent in a variety of instructional methods – both in an e-learning setting and for in-person delivery.
- Work closely with ULI director to determine how to meet what AFT officers have identified as union-wide developmental needs.
- Stay current with online training trends, resources, programs, platforms, technological advances and assess what may be of value for AFT's leadership training programs.
- Write and update texts and manuals to accompany in-person and / or online trainings.
- Deliver engaging in-person and online training courses for AFT leaders.
- Facilitate strategic planning sessions and executive board team building .
- Use a systems approach to the development, implementation, and evaluation of ULI's training courses and programs.
- Collaborate with identified external organizations serving as partners on specific training topics.
- Ensure all trainings accrue to building a stronger union with skilled leaders and engaged members.
- Other duties as assigned.

**Primary Knowledge, Skills and Abilities:**

- Able to design, implement, lead and evaluate in-person and e-learning training courses and programs, including assessment of need, learning objectives, curriculum, materials, instructional tools, etc.
- Able to use a variety of instructional methods – including role plays, video and feedback, polls, group work, quizzes, case studies , mini-lectures, Webinars, exercises, demonstrations, opportunities for reflection, tutorials, appropriate feedback, etc. Knowledge of learning management systems and architecture.
- Knowledge of – and experience in – unions and a comfort with the labor movement; specifically helpful to have a background in the responsibilities of shop stewards, local union executive boards, local union officers and staff.
- Strong oral and written communication skills.
- Strong presentation skills.

Secondary  
Knowledge, Skills  
and Abilities:

- Able to communicate and engage diverse audiences; Spanish fluency a plus (but not a requirement).
- Able to work independently and as a member of the ULI team and within a large union; able to work with cross-departmental teams.
- Able to travel and work on weekends when conducting a training.
- Able to manage priorities and to be nimble enough to go to “plan B” when necessary.
- Able to be unflappable when confronted with the unexpected (as is inevitable) and be solution-oriented.
- And surprise us with other areas of knowledge, and skills and abilities that we haven’t thought of that would benefit our members, leaders and organization.

Application  
requirements:

Applicants should submit a cover letter and resume via the following link: [LINK HERE](#)

Internal Posting  
Period:

Internal posting period expires **DATE**. External applicants may be considered as of **DATE**.

cc:

Audra George, AFTSU President

**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*

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