



A Union of Professionals

Notice of Open Position

August 8, 2022

Job Title:	Executive Administrative Assistant	Unit:	Confidential OPEIU
Posting Number:	COPU-32-28-0822-V	Supervisor:	Executive Vice President
Department:	Office of the Executive Vice President	Annual Salary:	\$71,574.85

Special Note: This position supports the executive vice president and assistant to the executive vice president and is responsible for the efficient functioning of the executive vice president's office.

Position Summary: Serves as confidential administrative assistant to the executive vice president and the assistant to the executive vice president. Requires regular interaction with AFT officers, members and staff, public officials and policymakers.

- Position Responsibilities:
- Maintains the executive vice president's and assistant to the executive vice president's daily schedule; interacts with other internal and external assistants to accommodate and coordinate a variety of schedules.
 - Requests and gathers information and background information, briefing materials and talking points to support meetings, speeches and travel; keep relevant staff informed
 - Schedules meetings, conference calls and video conferences.
 - Attends agenda planning meetings for executive committee and council meetings and weekly officer scheduling meetings.
 - Provides support at executive committee and council meetings, AFT convention and TEACH conference.
 - Leads logistical arrangements for periodic conferences and meetings, working with travel department, communicating with participants and trainers and processing all related meeting expenses and invoices for payment.
 - Works with the AFT convention, meetings and travel department to arrange for flights, hotel and ground transportation.
 - Assists in the development of the department budget.
 - Relays phone messages as needed or forwards mail or phone calls, as appropriate, to others for handling or responds to inquiries in writing or phone independently.
 - Drafts, types or formats departmental written and electronic correspondence.
 - Establishes and maintains an electronic and/or paper filing system designed for quick retrieval and accurate record keeping.
 - Photocopies, faxes and assembles materials.
 - Prepares and submits expenses using AFT's on-line expense program.
 - Some travel is required.

- Primary Knowledge, Skills and Abilities:
- Ability to handle sensitive matters with discretion.
 - Must exhibit initiative, reliability and the ability to work independently.
 - Strong oral and written communication skills.
 - Ability to effectively prioritize and manage multiple tasks.
 - Must be proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint).
 - Familiarity with Adobe is a plus.
 - Knowledge of standard office equipment.

- Secondary Knowledge, Skills and Abilities:
- Prior work experience in a union environment or AFT is preferred.
 - Must be able to acquire knowledge of the AFT's priorities, programs, policies, structure and personnel.

Application requirements: Vaccine Requirement: AFT requires that all staff be fully vaccinated for COVID-19. Applicants should submit a cover letter and resume via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=4833243

Internal Posting Period: There is no internal posting period. Applicants will be considered as they apply.

AFT is an equal opportunity employer.