



A Union of Professionals

Notice of Open Position

November 2023

Job Title:	Senior Associate	Unit:	AFTSU
Posting Number:	AOF-34-01-1023	Supervisor:	Director, State Legislative Initiatives
Department:	State Legislative Initiatives	Annual Salary:	\$97,529

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 the director of the State Legislative Initiatives department, the individual will conduct research and policy analysis on state issues related AFT members' priorities and interests, including timely analysis of proposed state legislation and state budgets. They will assist AFT affiliates to track policy developments and will have responsibility for coordinating deeper expertise in assigned policy areas. The individual will also work with AFT staff across departments to provide research and policy support to affiliates. They will coordinate the creation of a regular update on state policy developments for relevant AFT leaders and staff. They will work with and within public outreach programs.

Position Responsibilities:

- Work independently and with other AFT staff to conduct analysis of state legislative and administrative actions and proposals within assigned policy areas. Some expertise in policies related to nurses and other healthcare workers is preferred.
- Prepare policy analysis and policy agenda formation for assigned AFT affiliates under the supervision of department leadership. This includes monitoring and summarizing state legislation in a time sensitive manner and using database software to track policy developments.
- Coordinate with other AFT and affiliate staff to prepare materials, including fact sheets, white papers and other content, on policies relevant to AFT's mission at the state level.
- Coordinate with the State Legislatives Initiatives team and other AFT staff to produce summaries, reports and other publications regarding state policy developments under the direction of the supervisor.
- Coordinate production and maintain resources and tools for affiliate staff and leaders in assigned areas of state policy and related issues of concern to AFT.
- Coordinate with AFT staff web meetings and webinars for those affiliate staff that work on state policy.
- Work within multi-departmental team efforts to support affiliates on issues of concern as assigned.
- Conduct presentations and prepare communications to AFT affiliates, staff and allied organizations based on assigned responsibilities.
- Attend meetings and conferences as assigned, and assist in the coordination of relevant meetings.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Understanding of federalism, state policy processes, and organized labor.
- Experience reading, summarizing, critiquing and contextualizing state legislation and policy proposals.
- Knowledge of public policies related to AFT's five divisions and its mission. Deeper policy knowledge in healthcare is particularly welcome. Knowledge of broader labor issues is also welcome.
- Ability to understand and learn new policy areas as required.

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.

- Excellent organizational and analytical skills, along with the ability to prioritize and manage a range of activities.
- Experience with legislative tracking software is a plus.
- Ability to provide research support on time sensitive issues as they develop.
- Strong interpersonal skills and the ability to demonstrate diplomacy, tact and a professional demeanor.
- Experience working to analyze or advance policy issues at the state and local level.
- Good communication skills including both written and oral communication.
- Prior work experience in a union environment is preferred.
- Spanish language skills are considered a plus.
- Familiarity with AFT and/or its affiliates is considered a plus.

Work Environment:

AFT is a place-based organization. The position requires the ability to quickly respond to inquiries. Some travel, evening and weekend work is required.

How to Apply:

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=5882200

Internal Posting Period:

Internal posting period has expired.

Cc: La Rufus Mitchell, AFTSU President

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