Notice of Open Position

Job Title: Administrative Assistant
Unit: OPEIU (Job #131)
Posting Number: OPU-34-131-0923
Department: State Legislative Initiatives

Supervisor: Manager, State Legislative Initiatives
Annual Salary: $57,776.16

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: The primary responsibility of the administrative assistant is to provide support to the director and staff in the State Legislative Initiatives department. Under the supervision of the director, the administrative assistant will act as the initial contact person for the department, anticipate needs of the office and initiate required actions.

Position Responsibilities:
• Respond to requests for information using knowledge of department resources and/or electronic databases.
• Assist in preparing and tracking the department’s annual budget, serving as budget meister.
• Process all expenditures generated by the department’s projects and programs; track and generate, as needed, project codes to assign expenditures.
• Process invoices, non-employee expense reimbursements, cash receipts and credit card transactions.
• Assist staff with inputting state legislative data, information and/or updates into tracking software.
• Handle logistics, including registration, for on-site and virtual trainings, meetings, and conferences. Work with AFT travel department to secure meeting space for conferences and meetings, and travel and hotel accommodations for attendees.
• Make travel arrangements for department staff through the AFT travel department.
• Open, sort, prioritize and distribute daily mail; answer incoming calls to department telephone line.
• Arrange teleconferences and web meetings with AFT affiliates and external partners.
• Draft, type and/or format correspondence and documents, providing light editing.
• Create meeting materials, department literature and affiliate communications, including handouts, charts, graphs and PowerPoint presentations.
• Submit consultant agreements, contracts and contribution requests for review and approval.
• Schedule appointments, meetings and conference calls.
• Help maintain relevant files and systems such as the state legislative initiatives hub on the AFT E-learning platform and the state legislative email distribution list.
• Participate in Supportive Role assignment under the direction of the human resources department.
• Other duties as assigned.

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.
Knowledge, Skills and Abilities:

- Candidate must be well organizing and able to work independently with attention to detail.
- Excellent written and verbal communication skills are essential.
- Good proofreading and interpersonal skills.
- Experience working with standard office equipment and computer proficiency.
- Knowledge of standard office equipment and computer proficiency.
- Skilled in the use of Microsoft Office and Microsoft Teams.
- Willingness to learn all relevant AFT platforms and programs required for fulfilling job functions.

Work Environment: AFT is a place-based organization, but occasional travel is required.

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=5811061

Internal Posting Period: The internal posting period expires on October 13, 2023. External candidates will be considered as of October 14, 2023.

cc: LaTia Scott, OPEIU #2, Shop Steward