



A Union of Professionals

Notice of Open Position

November 2023

Job Title:	Administrative Assistant/Grade 5	Unit:	OPEIU
Job Number:	OPU-39-132-1023	Supervisor:	Director of Educational Issues
Department:	Educational Issues	Annual Salary:	\$56,248.65

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 all persons without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law.

Position Summary: The administrative assistant will provide support to the work of two teams in the Educational Issues department: Professional Development & Member Engagement along with Educational Rights and Social Justice Initiatives and Policy. This position handles administrative and logistical support for various projects and events including Center for School Improvement (CSI), Teacher Leader Program (TLP), and backup for AFT Professional Learning (AFT PL).

Position responsibilities:

- Serve as primary logistical support for the annual CSI and TLP meetings which include registration, coordination of travel arrangements, communicating with attendees and preparing meeting materials.
- Process stipend and honoraria for TLP and CSI, and non-employee expenses related to assigned meetings.
- Process travel and housing requests for facilitator and participants attending AFT PL events and other meetings.
- Communicate regularly with affiliate staff, leaders, trainers, and members regarding departmental events, trainings, and meetings.
- Provide logistical support for the State Education Issues Coordinators meetings.
- Process contracts and associated payments between AFT and new/recurring vendors.
- Work collaboratively with other AFT department staff, managers, affiliate leaders, trainers, and members.
- Respond to inquiries and handle requests from staff and affiliates regarding various programs.
- Maintain Local Site Coordinators' (LSC) list.
- Track revisions and publication cycles for professional learning materials.
- Assist with and setup of webinar and zoom meetings.
- Serve as logistical backup for AFT PL events and other PL meetings and trainings.
- Serve as backup coordinator and occasionally travel to assist with AFT exhibits at various conferences.
- Other duties as assigned.

Primary Knowledge, Skills and Abilities:

- Willingness to learn all relevant AFT platforms and programs required for fulfilling job functions.
- Attention to detail with the ability to multitask along with the ability to prioritize assignments and work independently.
- Good telephone, interpersonal skills, excellent written and verbal communication skills are required.
- Familiarity with unions and/or non-profit associations is preferred.
- Work is generally performed in an office environment, but occasional travel may be required.

Application: Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. Applicants should submit a cover letter and resume to https://www.appone.com/MainInfoReq.asp?R_ID=5882608

Internal Posting Period: The internal posting period for this position expires November 2, 2023. External applicants may be considered as of November 3, 2023.

Cc: LaTia Scott, OPEIU Steward

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.