**Notice of Open Position**

**Job Title:** Mailroom Assistant/ Grade 5  
**Job Number:** OPU-42-38-0423-V  
**Unit:** OPEIU (Job #10)  
**Department:** Administration  
**Supervisor:** Deputy Director  
**Annual Salary:** $54,610.34

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 mailroom assistant will perform shipping and mailroom duties for the administration department. Primary responsibilities include sorting, classifying, and applying metered postage to outgoing mail, delivering incoming mail and shipped items within the AFT building, and maintaining paper stock in the photocopying areas.

**Position responsibilities:**
- Collect/Sorting mail from USPS, UPS and other mail carriers; package and ship mail/packages to designated addresses.
- Sort and deliver incoming mail; pick up outgoing mail from designated locations and prepare for U.S. Post Office and UPS retrieval.
- Fulfillment of orders sent via e-mail and ship to arrive as requested.
- Assist in conference logistics when needed in a variety of locations.
- Move furniture and office equipment and deliver incoming UPS and U.S. Post Office packages to designated departments or individuals.
- Produce posters and laminated documents as requested by AFT Staff and Locals.
- Deliver copy paper to copy rooms throughout the building.
- Deliver office supply orders to departments.
- Assist in the copy center with spiral punching, spiral binding, comb punching, comb binding, 3-hole punching and various other print job tasks as needed.
- Deliver and pick-up mail for AAUP, UniteHere, CU and Minute Man Press.
- Limited travel.
- Perform supportive roles and other duties as assigned.

**Primary Knowledge, Skills and Abilities:**
- Prior experience in mailroom/stockroom operations is preferred.

**Secondary Knowledge, Skills and Abilities:**
- Prior work experience in a union environment is preferred.
- Familiarity with AFT and/or its affiliates.

**Application requirements:**
The successful candidate must pass a clerical skills battery test per the OPEIU collective bargaining agreements. Applicants should submit a cover letter and resume to: [https://www.appone.com/MainInfoReq.asp?R_ID=5568211](https://www.appone.com/MainInfoReq.asp?R_ID=5568211)

**Internal Posting Period:**
- Internal posting period expired.

cc: LaTia Scott, OPEIU Shop Steward