



A Union of Professionals

February 2023

Notice of Open Position

Job Title:	Meetings Assistant	Unit:	OPEIU Grade 7 (Job #58)
Posting Number:	OPU-59-07-0321-V	Supervisor:	Director, Meetings and Travel
Department:	Convention, Meetings & Travel	Annual Salary:	\$ 59,166.98

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, provides assistance to the administrative staff with housing and other logistical arrangements for AFT meetings and conferences. The meetings assistant is also responsible for making reservations for AFT members, officials, and staff.

Position Responsibilities:

- Provide logistical support for meetings and conferences including arranging for housing and function space, food and beverage, and audiovisual equipment.
- Create and edit function and audiovisual charts and food and beverage lists.
- Review hotel and other invoices for accuracy and transmit to accounting department for payment.
- When on-site, serve as a liaison between meeting participants and hotel staff to resolve problems.
- Compile expenditure and statistical information.
- Inspect facilities to ensure that setups and equipment requests are correct and resolve issues as necessary.
- Assist in registration of meeting/conference participants.
- Handle telephone and e-mail inquiries, sort and distribute mail.
- Maintain AFT LeaderNet and website calendars.
- Draft, edit, proofread correspondence for internal and external communication; create and maintain chronological files; photocopy, scan and fax.
- Participate in supportive role assignments under the direction of the human resources department.

Primary Knowledge, Skills and Abilities:

- Ability to exercise good judgment and handle sensitive matters with discretion.
- Attention to detail with a high degree of accuracy is essential.
- Excellent interpersonal communication skills, both written and verbal.
- Ability to work independently and cooperatively within the department and with AFT staff, on deadline and in high-pressure situations.
- Knowledge of standard office equipment and computer proficiency in MS Office and Outlook (and willingness to train on standard AFT software).
- Familiarity with unions and/or non-profit associations is preferred.

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.

Vaccine Requirement: AFT requires that all staff be fully vaccinated for COVID-19.

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=5290438

Work Environment:

Work is generally performed in an office environment; however, frequent overtime and some travel are expected.

Internal Posting Period:

The internal posting period for this position has expired and is now open.

cc: LaTia Scott, OPEIU#2 Shop Steward

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