



A Union of Professionals

February 2023

Notice of Open Position

Job Title: Assistant Director
Posting Number: CAO-63-22-53-0123-V
Department: Legal

Unit: AFTSU-Confidential
Supervisor: General Counsel, Legal Department
Annual Salary: \$127,584.00

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.

Position Summary:

The confidential assistant director will report to the general counsel and assist in performing the duties of the department, including representing the union before federal and state agencies in connection with organizing and representation activities.

Position Responsibilities:

- Perform legal research and drafting of legal documents in the full range of settings as enumerated below.
Write and/or provide oral advice on various developments in case law or state of federal legislation or regulations pertaining to AFT or its affiliates;
Assist with federal, state or agency litigation in which the AFT or one of its state or local affiliates is a party or amicus representation is warranted;
Represent the AFT in organizing drives before federal and state agencies;
Work with outside counsel on legal matters of importance to AFT and its affiliates;
Conduct investigations under AFT employment and discrimination policies as well as applicable law and advise general counsel and Human Resources Director on labor relations matters;
Advise and represent AFT management and when requested AFT affiliate leaders in employment relations;
Represent the AFT and/or its affiliates in enforcement efforts before federal and state agencies as well as in the courts and arbitration;
Provide training to AFT and affiliate staff members and officers concerning various aspects of the law and administrative processes;
Represent AFT's interests at meetings, including those of the AFL-CIO and other unions;
Respond to inquiries from members or officers regarding general requests for legal assistance including governance issues; and
Perform additional responsibilities as assigned by the general counsel.

Knowledge, Skills and Abilities:

- A juris doctorate from an ABA accredited law school and bar admission are required.
Strong research, writing and oral advocacy skills are a must, as is the ability to work on a collegial basis with AFT and local officers, staff and members.
Three to five years' work experience in labor law is necessary.
The ability to work independently is critical as well as demonstrated interest in union-side labor law.
Working knowledge of the elements of union organizing is desired.
Experience with a union, governmental or non-profit organization is preferred.

Work Environment

The work is generally performed in an office environment; however, travel and extended work hours as necessary, are required to fulfill any of the above described duties.

Application: Applicants should submit a cover letter and resume to the director of human resources via:
https://www.appone.com/MainInfoReq.asp?R\_ID=5290676

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.