



Notice of Open Position

April 2024

Job Title: Senior Associate
Posting Number: AOF-36-10-0424-N
Department: Higher Education

Unit: AFTSU
Supervisor: Director, Higher Education
Annual Salary: 97,529

The AFT 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 direction of the department director, the senior associate works on higher ed team, researching and writing materials; summarizing current professional issues confronting higher ed. members; contributing to and advancing the division's programming; coordinating and conducting educational programs, conferences, and meetings; communicating with and supporting our higher education locals; and representing the division at meetings and conferences.

Position Responsibilities:

- Track industry changes that will impact higher ed members, students, the community, and our affiliates.
- Collaborate in the development of educational materials and strategies that advance the AFT's agenda.
- Create materials including fact sheets, white papers and other content in support of issue and advocacy campaigns.
- Assist in developing programs and agendas for the annual professional issues conference and other meetings, as assigned.
- Schedule and conduct training for affiliates and leaders.
- Represent the division at various national meetings and conferences.
- Support and coordinate opportunities to work in coalition with organizations that support AFT's agenda.
- Other duties as assigned by the Director of Higher Education.

Primary Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills, including experience conducting presentations.
- 3-5 or more years knowledge and relevant experience related to higher education and the academic workforce.
- Bachelor's Degree preferred. A relevant combination of experience and training will be considered.
- Understanding of the AFT and/or its affiliates is a plus.
- Knowledge of higher education professional issues and industry standards is preferred.

Work Environment:

AFT is a place-based organization. This position is located at our headquarters office in Washington D.C. based and requires frequent travel.

How to Apply:

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=6163482

Internal Posting Period:

Internal posting period expires April 12, 2024. External applicants may be considered as of April 13, 2024.

cc: la' Rufus Reid, AFTSU President

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.