



Notice of Open Position

April 2024

Job Title:	Assistant Director	Unit:	AFTSU
Job Number:	AOF-36-58-0324	Supervisor:	Director, AFT Higher Education
Department:	AFT Higher Education	Salary:	\$120,625

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.

Special Note: The purpose of this position is to work collaboratively with other AFT staff, departments and external organizations to assist the department in facilitating its work on behalf of AFT's higher education members and state and local affiliates, including providing support for the AFT's national higher education campaign.

Position Summary: Under the direction of the higher education department director, the assistant director's duties will include working with affiliates, partner organizations, and other people and entities in designing and moving programming that contribute to and advances the higher education division's work/ This includes, coordinating programs related to the AFT higher education campaign, supporting and coordinating educational programs, conferences and meetings; tracking industry and policy developments in higher ed; supporting our affiliates, and representing the division at meetings and conferences.

Position Responsibilities:

- Develop expertise and monitor trends on subjects that impact the higher education workforce and higher education employers, as well as on students and other people with a stake in higher education.
- Work directly with AFT's local and state affiliates and organizational partners on initiatives and campaigns to help build local capacity and promote AFT priorities.
- Support locals with development of new employee orientation and general internal organizing best practices. Provide direct assistance to local staff and leaders.
- Coordinate with colleagues Organization and Field Services and work AFT's national campaign into internal and external organizing campaigns.
- Represent priorities of higher education workforce to other AFT departments and divisions.
- Attend and present trainings and/or research at various higher education and union conferences and meetings (predominantly, but not exclusively, virtual at this time).
- Work in coalition with non-union stakeholders to gain broader public recognition of AFT priorities.
- Other duties as assigned by the Director of Higher Education.

Primary Knowledge, Skills and Abilities:

- Experience representing higher education members and higher education unions (particularly AFT and its affiliates) and familiarity with higher education issues.
- Excellent researching, writing and organizing skills.
- Ability to implement issue campaigns in the field and in support of our affiliates.

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.

- Strong oral communications and interpersonal skills.
- Prior experience working with a union or non-profit entity.
- Experience with digital media and organizing tools.
- Experience on internal or external union organizing campaigns.

Work Environment:

AFT is a place-based organization located in Washington, D.C. Work is generally performed in an office environment; however, some travel is required.

How to Apply:

Applicants should submit a cover letter and resume via the following link:

https://www.appone.com/MainInfoReq.asp?R_ID=6162961

Internal Posting Period: Internal posting period has expired.

cc: la'Rufus Reid, AFTSU President

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