



## Notice of Open Position

AUGUST 2024

**Job Title:** Assistant, Collective Bargaining Analyst      **Unit:** AFTSU  
**Job Number:** AOF-58-30-0524-N      **Supervisor:** Senior Manager, RSIES  
**Department:** Research & Strategic Initiatives and Economic Security      **Salary:** \$64,360

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:** The collective bargaining analyst position offers the chance to support AFT affiliates negotiating contracts on behalf of their members to better their lives. Under the direction of the senior manager, the assistant will conduct research and develop materials to support AFT affiliates in their efforts to improve the wages, benefits, and working conditions of members. The assistant will be responsible for using the research to help AFT affiliate leaders and staff make grounded decisions about their bargaining positions and strategy. The assistant will work closely with the senior manager and department staff to develop the requisite skills and knowledge to further their professional growth.

### Position Responsibilities:

- **Engage with AFT Affiliates:** Attend meetings to gain a deep understanding of the research needs specific to each affiliate, which are crucial for supporting effective collective bargaining strategies.
- **Conduct Targeted Research:** Work both independently and collaboratively with other staff members to design and execute research that meets the specific demands and questions raised by the affiliates.
- **Analyze Employer Financial Conditions:** Undertake financial analyses of employers to support the bargaining position of affiliates, assessing their economic health and capacity.
- **Develop Contract Costing Models:** Create detailed models to estimate the costs associated with proposed contract terms, aiding in negotiation strategies.
- **Assist in Survey Development:** Help in crafting membership survey questionnaires that gather critical insights to inform bargaining positions and stimulate member engagement.
- **Monitor and Compile Bargaining Outcomes:** Track the outcomes of AFT affiliate settlements across various AFT affiliates for internal and external use.
- **Prepare and Present Reports:** Draft comprehensive written reports that summarize key research findings for affiliates and develop presentations to share these insights effectively.

### Knowledge, Skills and Abilities:

- Skills with data analysis tools, including spreadsheets, databases, word processing software, and online survey tools is strongly preferred.
- Strong mathematical skills
- Demonstrated ability to communicate complex information to a lay audience.
- Strong verbal and written communication, organizational, and interpersonal skills.
- Ability to handle confidential information and abide by AFT ethics standards regarding sensitive information.
- Strong commitment to unions and social justice.
- Knowledge of AFT and its affiliates is considered a plus.

**Work Environment:** AFT is a place-based organization located in Washington, D.C. The work is generally performed in an office environment, but may require moderate amounts of out-of-town travel.

**Application requirements:** Applicants should submit a cover letter and resume to the director of human resources or via [https://www.appone.com/MainInfoReq.asp?R\\_ID=6396575](https://www.appone.com/MainInfoReq.asp?R_ID=6396575)

**Internal Posting Period:** Internal posting period for this position has expired.

**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.*