



Notice of Open Position

April 2024

Job Title:	Executive Administrative Assistant	Unit:	OPEIU Confidential
Posting Number:	COPU-30-50-0124-N	Supervisor:	Chief of Staff
Department:	Office of the President	Annual Salary:	\$79,235.23 (Grade 8/Step 1 + 20%)

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: Assists the AFT chief of staff with implementing organizational policies and requires regular interaction with AFT officers, state and local leaders, AFT staff, public officials and policy makers, labor leaders and community groups. This position provides high-level administrative support and is responsible for the efficient operation of the office of the AFT chief of staff.

Position Responsibilities:

- Act as an effective gatekeeper for the Chief of Staff; screen and prioritize incoming inquiries, inclusive of calls, guests, and requests for response and support effective information flow.
- Manage and prioritize daily task list, ensuring proper response, action and/or follow-up; track projects and outstanding assignments and matters, ensuring deadlines are clear and adhered to.
- Support contract negotiations, budget planning and managing, and personnel-related discussions, maintaining the confidentiality of all shared information.
- Attend high-level meetings and take accurate notes for record-keeping and follow-up, as needed.
- Handle calendar coordination, inclusive of scheduling conference calls, virtual and in-person meetings and speaking engagements. Monitor and prioritize the schedule for efficiency and productivity.
- Prepare meeting agendas and compile briefing notes and/or background materials for corresponding meetings.
- Draft, review and/or distribute correspondence on behalf of the Chief of Staff, ensuring proper proofreading, editing and formatting.
- Coordinate travel arrangements and process expense reimbursements.
- Assess office systems and operations, including but not limited to record-keeping, project and assignment tracking, internal and external communications, etc. and present ideas for streamlining as needed.
- Other duties as assigned.

Primary Knowledge, Skills and Abilities:

- Must have good interpersonal skills – in person, by e-mail and on the telephone.
- Must handle sensitive matters with discretion.
- Must be well-organized and able to work independently.
- Excellent written, verbal communication and proofreading skills are essential.
- Multitasking and time management are required.
- Knowledge of standard office equipment and computer proficiency (or willingness to train on standard and non-standard AFT software).
- Familiarity with unions and/or non-profit associations is preferred.
- Highly skilled in the use of Microsoft Office in particular Word, Excel, PowerPoint and SharePoint.

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.

Work Environment:

- AFT is a place-based organization. The position requires the ability to quickly respond to inquiries. Travel is required. Evening and weekend work may be required.

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=6163033

Internal Posting Period:

There is no internal posting period for this position.

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