



## Notice of Open Position

April 2024

<b>Job Title:</b>	Executive Scheduling Assistant	<b>Unit:</b>	OPEIU Confidential
<b>Posting Number:</b>	COPU-30-54-0823-V	<b>Supervisor:</b>	Deputy Manager, Office of the President
<b>Department:</b>	Office of the President	<b>Annual Salary:</b>	\$76,927

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 supervision of the deputy manager and the assistant to the president, organizational management of the president's office, the incumbent serves as confidential administrative assistant to the president. Duties include but are not limited to coordinating the details of the president's schedule and ensuring appropriate briefing materials are compiled.

### Position Responsibilities:

- Manages the president's calendar; coordinates logistics for call and meeting requests and ensures schedules are accurately updated; determines and prioritizes urgency of requests; resolves meeting conflicts and adjusts schedules accordingly.
- Maintains an organized and accurate list of incoming and pending call and meeting requests; keeps the president informed of appointments and deadlines; regularly reviews call and meeting requests with the president and executive manager to appropriately prioritize scheduling.
- Works closely with staff to ensure talking points and/or briefing materials are prepared for the president's calls and meetings; arranges pre-meeting discussions as needed.
- Alerts appropriate staff of upcoming engagements and coordinates staff coverage for calls and meetings.
- Collects and organizes all briefing notes and materials in a manner that allows efficient execution of the day's schedule.
- Arranges ground and air transportation and hotel accommodations.
- Maintains comprehensive and accurate files and meeting folders.
- Answers and screens incoming phone calls and places calls for the president.
- Performs other duties as assigned.

### Knowledge, Skills and Abilities:

- Successful candidate should have strong knowledge of AFT programs, policies, structure and personnel and a willingness to quickly learn the priorities and needs of the president.
- Must have excellent verbal and written communication skills.
- Must exhibit outstanding interpersonal skills, including the ability to maintain a poised, professional demeanor when navigating difficult situations.
- Candidate must demonstrate keen attention to detail and have exceptional organizational skills, including the ability to manage multiple tasks, prioritize competing demands and accommodate frequent changes.
- Must have the ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Successful candidate must have proven ability to exercise discretion, confidentiality and good judgment given the frequent handling of sensitive information.
- Must be a team-player, but be equally effective in working independently.
- Should be highly proficient in the use of MS Outlook, Word and Excel.

**Work Environment:** AFT is a place-based organization. Work is generally performed in an office environment, but periodic travel and/or overtime required.

**How to Apply:** Applicants should submit a cover letter and resume to the director of human resources or send via the following link: [https://www.appone.com/MainInfoReq.asp?R\\_ID=6163207](https://www.appone.com/MainInfoReq.asp?R_ID=6163207)

**Internal Posting Period:** There is no internal posting period. Candidates will be considered as they apply.

### 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.*