



## Notice of Open Position

**AUGUST 2024**

<b>Job Title:</b>	Administrative Assistant/Grade 7	<b>Unit:</b>	OPEIU
<b>Posting Number:</b>	OPU-48-36-0524-V	<b>Supervisor:</b>	Senior Director of Organization & Field Services or designee
<b>Department:</b>	Organization & Field Services	<b>Annual Salary:</b>	\$62,770.25

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 direct supervision of the senior director of organization & field services or designee, the administrative assistant is under the direction and provides support to the senior director or designee and is assigned as necessary, to organizing directors and other staff.

### Position Responsibilities:

- Provide support department staff working with the AFT Retirees Program.
- Coordinate logistics for the Essential Skills for Organizers training program, and other events attended by AFT National officers, local affiliate leaders and external partners.
- Process reimbursements for the annual AFT Retiree Organizing Grant program.
- In collaboration with the convention, meetings and travel department, make travel arrangements and handle logistics for conferences and meetings of various sizes that are sponsored by the department.
- Maintain organization elections data in Access database; generate reports across constituencies.
- Process timesheet submissions and expense reimbursement requests from NEROP Project Staff.
- Assist in data acquisition, data cleansing and consolidation.
- Prepare membership reports for financial assistance packets for each council meeting.
- Draft, edit and prepare correspondence, presentation reports and other materials for conferences and meetings.
- Process letters and correspondence requiring the signature of an AFT officer.
- Process associate membership applications and renewals.
- Assist with answering daily associate membership calls and email inquiries regarding application payments and membership renewals; process applications.
- Maintain department calendar and schedule appointments.
- Retrieve and distribute mail; copy and fax materials.
- Order supplies; create and maintain files.
- Provide back-up support for administrative assistant/accountant during back-to-school season.
- Participate in supportive role assignments as requested by the director of human resources.
- Schedule meetings and making travel arrangements.
- Manage, review, reconcile and process invoices for AFT's contract billing with car rental agencies. Includes identifying, resolving and recouping fees and overcharges. Communicate rental guidelines with staff and non-employees to minimize fees.
- Other duties as assigned.
- Occasional travel and overtime are required.

### 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.*

**Knowledge, Skills and Abilities:**

- Must be well organized and able to work independently and cooperatively within the department, across departments and with affiliate leaders and members.
- Ability to efficiently organize and manipulate large amounts of electronic data.
- Ability to effectively communicate with leaders of affiliates and of outside organizations.
- Interest in and familiarity with labor unions and member organizing, including familiarity with other organization working closely with the AFT.
- Ability to prioritize assignments from various staff and meet critical deadlines.
- Excellent interpersonal and communications skills, both written and verbal.
- Thorough knowledge of standard office equipment including computer proficiency and knowledge of Microsoft Word, Excel, PowerPoint and Access (or willingness to train).

**Work Environment:** AFT is a place-based organization. Work is performed at AFT Headquarters. Occasional travel and overtime are required.

**How to Apply:** Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. Applicants should submit a cover letter and resume via the following link:

<https://app.smartsheet.com/b/form/fd0fe8704d8040c5a01bc9303393bdd7>

**Internal Posting Period:**

Internal posting period has expired.

cc Deborah King, OPEIU Shop Steward

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