



A Union of Professionals

## Notice of Open Position

January 2024

**Job Title:** Administrative Assistant/Grade 7  
**Posting Number:** OPU-62-30-0124-V  
**Department:** Political

**Unit:** OPEIU (Job #81)  
**Supervisor:** Director, Political Department  
**Annual Salary:** \$62,770.25

The American Federation of Teachers 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 provide daily administrative support to the political department programs and personnel.

**Position Summary:** Under the direct supervision of the director of the political department, this position assists the department with coordination and administrative responsibilities for election campaigns, Solidarity Fund, Activists for Congressional Education (ACE), State Affiliate Political Organizers (SAPOs) and the Partners in Political Education (PIPE) Program.

### Position Responsibilities:

- Maintain the schedule of the political director and assigned staff including for staff travel to/from assignments.
- Create and maintain secure, detailed electronic and paper files for release time programs, including preparation of assignment letters and reports for campaign activities.
- Maintain clear and accurate files, records and correspondence related to AFT political accounts and programs, including AFT's Solidarity Fund.
- Serves as point person to receive and process contributions and grant payments for the Partners in Political Education (PIPE) Program; including maintaining PIPE files and records and communications with state and local affiliates.
- Attend and arrange logistics for conferences and meetings including internal organizational and external meetings such as the Winter Legislative Meeting.
- Assist in the preparation and ongoing tracking of yearly department budget.
- Receive and process payment for invoices; track and ensure expenditures are approved.
- Provide support at AFT convention.
- Retrieve, sort and distribute mail and answer telephone.
- Track and provide support for Solidarity Fund requests and quarterly local union mailings.
- Maintain list of fundraising invitations and events.
- Maintain appropriate online resources, including the political and legislative action hub.
- Participate in supportive role assignments under the direction of the director, human resources department.
- Overtime is occasionally required, especially during political campaign seasons.
- Other duties as assigned.

### Knowledge, Skills and Abilities:

- Attention to detail is a must.
- Must have reliable attendance record and able to work independently.
- Ability to set priorities given general parameters and meet deadlines.
- Proven time management skills that demonstrate an ability to organize and manage multiple priorities in rapidly changing circumstances are essential.
- Good interpersonal skills including the ability to maintain a professional manner when dealing with difficult situations.
- Excellent written, proofreading and verbal skills 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.*

- Ability to succeed in a dynamic environment with shifting priorities.
- Good computer skills, proficient in Microsoft office and comfortable learning new computer programs and web applications.
- Experience working with political campaigns and/or handling political expenditures and reporting.
- Prior work experience in a union environment is preferred.
- Familiarity with AFT and or its affiliates.

**Work Environment:** AFT is a place-based organization. The work is performed in an office environment; however, travel to provide support at meetings is required.

**Application Requirements:** Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. 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=5998914](https://www.appone.com/MainInfoReq.asp?R_ID=5998914)

**Internal Posting Period:**

Internal posting period expires January 19, 2024. External applicants may be considered as of January 20, 2024.

**cc:** LaTia Scott, Shop Steward

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