



Notice of Open Position

April 2024

Job Title:	File Processing Coordinator, Grade 7	Unit:	OPEIU (Job #140)
Job Number:	OPU-64-03-0324-V	Supervisor:	Deputy Director
Department:	Membership, Data and Analytics (MD&A)	Annual Salary:	\$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: This role will serve as the support person for the field and data processing teams of MD&A. Their primary role will be to independently monitor all incoming affiliate files and interpret the complex data sets, manipulate the files in preparation for loading into the membership database, coordinate with local leaders and staff, and provide administrative support to the field team.

Position Responsibilities:

- Standardize and format affiliate files into AFT database format.
- Work with affiliate staff and leaders on file questions and assist to improve data submissions.
- Analyze and interpret complex spreadsheets to identify errors and new or missing data from files prior to upload; append data to spreadsheets from other sources.
- Write and use SQL Select queries; execute SQL stored procedures.
- Monitor incoming requests and track support progress; when process is impeded, identify slow points and obstacles.
- Perform schedule scrapes from online catalogues and convert to Excel files.
- Maintain department project management system; actively monitor incoming support requests and inboxes.
- Record and distribute field team minutes from weekly meetings.
- Maintain Drupal migration and clean operations as part of the onboarding and upload process.
- Troubleshoot AFT Connect to identify errors and document process; create and test Connect audit users to verify affiliate user's experience matches intended outcome.
- In collaboration with the convention, meetings and travel department, handle logistics for events, conferences, and meetings.
- Participate in supportive role assignments as requested by the director of human resources.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Intermediate skills in Microsoft Excel, with experience utilizing functions and formulas to clean and process data preferred.
- Candidate must be comfortable using and writing SQL Select queries.
- Atlassian (JIRA, Confluence) knowledge preferred.
- Understanding of relational databases is preferred.
- Python experience is necessary for file processing.
- Knowledge of or ability to achieve proficiency in the use of AFT customized and standard software (or willingness to train).
- Candidate must be well organized and able to work independently.
- Excellent written and verbal communication skills are essential.
- Candidate must be highly trustworthy and responsible with regard to sensitive information and financial transactions.
- Prior work experience in a union environment is preferred.
- Familiarity with AFT and/or its affiliates is a plus.

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 in Washington, D.C. Work is performed in an office environment.

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 to the director of human resources via the following link:

https://www.appone.com/MainInfoReq.asp?R_ID=6163192

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

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