



*A Union of Professionals*

## Notice of Open Position

**January 2024**

**Job Title:** Administrative Assistant/Grade 7  
**Job Posting #:** OPU-64-26-0124-V  
**Department:** Membership, Data & Analytics

**Unit:** OPEIU (Job 137)  
**Supervisor:** Director, MD&A  
**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.

### Position Summary:

Under the supervision of the director, the administrative assistant's primary responsibilities are to directly support 4 managers and 2 Team Leads. AFT members, affiliates and staff in maintaining data, including systems and processes related to membership, affiliate administration and meetings support.

### Position Responsibilities:

- Coordinate the department management team's schedules, events, and travel.
- Department budgetmeister to include coordinating MDA budget, systems testing, affiliate support and training.
- Serve as system administrator and coordinate training staff on registration software for AFT meetings, conferences, and convention.
- Provide support for AFT meetings and conferences, including AFT Convention, to include:
  - data support for affiliates;
  - printing of badges;
  - phone support for members/presidents attempting to access software;
  - screening of forms for completeness;
  - follow-up with affiliates where needed;
  - on-site support.
- Provide administrative support for AFT chartering process and local number assignment and management.
- Handle inquiries received via the membership phone line, to include support for officers, affiliates, members, and general public.
- Monitor and respond to emails sent to the Membership, Connect and eDues inboxes.
- Use AFT online systems to manage affiliate and membership information.
- Coordinate all initial processing within MDA's Help Request system.
- Provide resource support for all department consultants.
- Provide affiliate support for MDA platforms (Zoom, Connect, Help Requests, LAN, etc.); providing technical testing and feedback for MDA software and systems (including but not limited to Connect, CMS, Online Membership Forms, Zoom, Slack, Jira, and custom Knack databases).
- Provide support to affiliates and staff on the use of AFT online systems.
- Provide resource support for all department consultants.
- Support MD&A teams as needed.

### 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.*

**Primary Knowledge, Skills and Abilities:**

- Proficiency in the following applications: Adobe Acrobat/InDesign/Pro; AFT Budget Software; Cvent Reporting; Leadernet/Stateweb/Drupal; File mapping software; Knack; Excel; Outlook; PowerPoint; Word; AFT Budget Software; AFT Membership Software; Scanning Software; Virtual Meeting Platforms (Zoom); Slack; Department Databases
- Employee must be well-organized and able to work independently.
- In order to provide support to the Dept. Director, this position requires an in-depth working knowledge of affiliates, governance, and all depts within AFT.
- Most tasks require attention to detail with analysis and reasoning
- Excellent written and verbal communication skills are essential.
- An aptitude for learning and adapting to new software programs and prototypes.
- Knowledge of standard office equipment and computer proficiency (or willingness to train on standard AFT software).

**Work Environment:**

- AFT is a place-based organization. Work is generally 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=3079298](https://www.appone.com/MainInfoReq.asp?R_ID=3079298)

**Internal Posting Period:**

The internal posting period for this position expires January 24, 2024. External applicants may be considered as of January 25, 2024.

**Vaccine Requirement:**

AFT requires that all staff be fully vaccinated for COVID-19.

**Testing Requirement:**

AFT requires that all staff take a self-administered AFT provided rapid-antigen test weekly.

**cc:** LaTia Scott, OPEIU #2 Shop Steward

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