



Education
Healthcare
Public Services

Notice of Open Position

April 2024

Job Title:	Administrative Assistant, Grade 7	Unit:	OPEIU (Job #54)
Job Number:	OPU-69-24-0324-V	Supervisor:	Director, AFT Public Employees
Department:	AFT Public Employees	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: Under the supervision of the department director, the individual will provide administrative support to the public employees division ensuring that the objectives of the department are met. The department staff includes the director, senior associate director and assistant director. The public employees division represents the largest array of job classifications in the AFT consisting of bargaining and non-bargaining locals across the country.

Position responsibilities:

- Act as initial point of contact for public employee's division.
- Handle confidential matters and sensitive information regarding affiliate lawsuits, decertification attempts, organizing plans and independent organization affiliations.
- Independently set deadlines, publicize meetings and conferences via all available media.
- Coordinate logistics for large conferences and meetings and process all related meeting expenses.
- Create forms, maintain data, and track logistics for all department projects.
- Manage conference registration on site and deal effectively with members, leaders, and activists.
- Set up meetings, webinars, and video conferences.
- Report on conference and meeting evaluation data.
- Process consultant contract agreements and invoices.
- Draft, edit and proofread correspondence.
- Assist in the development of the department budget.
- Gather relevant information, select and summarize to prepare for speeches and reports.
- Draft PPC meeting agendas and take detailed notes at all PPC meetings; produce final reports.
- Work collaboratively with the political department on NCSL meeting logistics and registration for PPC members.
- Update public employees' website and social media.
- Maintain director's and department's calendar, answer phones and inquiries by phone or web.
- Create and maintain department files.
- Participate in supportive role as directed by the department of human resources.
- Other duties as assigned.

Primary Knowledge, Skills and Abilities:

- Ability to work independently and collaboratively, including with local, state and executive council members.
- Ability to travel for extended AFT campaigns.
- Ability to take detailed meeting notes for meetings and conference calls.
- Well organized with ability to multitask and meet deadlines.

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.

- Should be skilled in using PowerPoint, Excel and social media. Knowledge of public employee job titles, job descriptions and pay scales by state, is helpful.
- Prior work experience in a union environment is preferred.
- Familiarity with AFT and/or its affiliates.

Work Environment:

AFT is a place-based organization located in Washington, D.C. Work is generally performed in a work environment with occasional travel 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 to the director of human resources via the following

link: https://www.appone.com/MainInfoReq.asp?R_ID=6162911

Internal Posting Period:

Internal posting period has expired.

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