



Education | Healthcare | Public Services

## NOTICE OF OPEN POSITION

April 4, 2025

<b>Job Title:</b>	Summer Intern	<b>Supervisor:</b>	Sr. Assistant to the Secretary- Treasurer, Office of the Secretary-Treasurer
<b>Department:</b>	Office of the Secretary-Treasurer	<b>Salary:</b>	\$18/hour

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.

**Position Summary:** The Office of the Secretary-Treasurer summer interns will play a key role in supporting the department's efforts to engage with affiliates and ensure timely and accurate compliance. This role is responsible for initiating and maintaining one-on-one contact with affiliates regarding compliance matters.

**Job Responsibilities**

- Assist in the review and tracking of compliance documents submitted by affiliates.
- Initiate and maintain one-on-one communication with affiliates to follow up on outstanding compliance requirements.
- Maintain accurate records of affiliate interactions and updates in tracking systems or spreadsheets.
- Draft and send emails to affiliates regarding compliance deadlines, updates, and reminders.
- Provide general administrative support to the department as needed.

**Primary Knowledge, Skills and Abilities:**

- Pleasant phone etiquette.
- Team player with strong organizational skills and exceptional attention to detail.
- Strong knowledge of Microsoft Office products, especially Word and Excel.
- Self-starter who can work independently.

**Application requirements:** Successful candidates should be enrolled in an undergraduate or post-graduate degree program, with at least two years of accounting coursework completed at an accredited college or university. Interest in non-profit organizations preferred.

Applicants should submit a cover letter and resume to human resources via the following link:  
<https://secure7.saashr.com/ta/6203756.careers?ShowJob=520609293>

**Additional Notes:** The AFT believes that a culturally diverse workforce advances our mission, and we strongly encourage applications from under-represented communities of workers.

The AFT is a place-based employer. Summer interns are expected to report to the AFT headquarters office.

**AFT is an equal opportunity employer.**