



Notice of Open Position

January 27, 2025

Job Title:	Manager of the Secretary-Treasurer's Office	Unit:	Management, Deputy Manager, Level A
Job Number:	MGT-62-15-0615-V	Supervisor:	Secretary-Treasurer
Department:	Secretary-Treasurer's Office	Salary:	\$175,441.31

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 is a place-based employer.

Position Summary:

The Manager of the Office of the Secretary-Treasurer works closely with the Secretary-Treasurer and with senior staff of the organization to assist and oversee the responsibilities, logistics and activities of the office. These responsibilities include: meeting requirements for constitutional mandates for the Secretary-Treasurer; supporting fiduciary oversight; coordinating special projects; and coordinating logistics, planning, and follow-up related to the Secretary-Treasurer's activities with affiliates and external organizations.

Position Responsibilities:

- Managing the processes and ensuring timelines and the direction of officers are met for:
 1. constitutional mandates including but not limited to: investigations; per capita workout agreements, strike loans; budget preparations;
 2. managing the approval process for financial expenditures (including contributions, meetings and contracts); and
 3. ensuring that records are maintained for all connected entities.
- Managing the convention processes that flow from the Secretary-Treasurer's office including but not limited to: convention timelines, committees (resolutions, appointing and preparing committee chairs), constitutional amendments, delegate allocation, convention document preparation, and other areas as needed.
- Coordinating the production of the monthly membership reports in conjunction with other departments (including OFS, MDA, Finance).
- Provide management and program oversight for staff who handle compliance and member benefits.
- Support the compliance program staff by troubleshooting with affiliates as needed.
- Assist the Secretary-Treasurer with advancing AFT priorities across all divisions and departments.
- Provide written and verbal briefings and advice to the Secretary-Treasurer, as necessary.
- Coordinate activities and facilitate relations on behalf of the Secretary-Treasurer between the offices of the President and the Executive Vice President.
- Assist the Secretary-Treasurer with implementation of programs, including working with interdepartmental teams created to assist locals and state federations.

- Manage the staff of the Office of the Secretary-Treasurer (scheduler and administrative assistant).
 - Work closely with the scheduler to ensure all events and meetings fit AFT's overall goals and strategies.
 - Extensive knowledge of AFT operations and the AFT Constitution and experience working with AFT affiliates.
 - Skilled in diplomacy, professional discretion, sound judgment.
 - Strong administrative and organizational skills.
 - A demonstrated ability to manage priorities and programs, to supervise staff and to exhibit resourcefulness often under great time constraints.
 - Excellent interpersonal skills and verbal and written communications skills.
 - Knowledge and awareness of organizational dynamics and relationships.
 - Experience working with a variety of organizations.
 - Familiarity with the AFT is preferred
- Primary Knowledge, Skills and Abilities:**
- Application requirements:** Applicants should submit a cover letter and resume to human resources via: <https://secure7.saashr.com/ta/6203756.careers?ApplyToJobs=520586828>
- Internal Posting Period:** There is no internal posting period for this position. Applicants will be considered as they apply.

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 for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.