



Notice of Open Position

January 20, 2026

Job Title:	Meetings Assistant (Grade 7)	Unit:	OPEIU
Job Number:	570907750	Supervisor:	Director, Convention, Meetings & Travel
Department:	Convention, Meetings and Travel	Salary:	\$65,946.43

The AFT is a union of professionals that champions fairness, democracy, economic opportunity and high-quality public education, healthcare and public services for our members, 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, and this position is assigned to the AFT National headquarters office in Washington, D.C. Occasional travel is required.

Position Summary: Under the direction of the department director, the meeting assistant provides assistance to the administrative staff with housing and other logistical arrangements for AFT meetings and conferences. The meetings assistant is also responsible for making reservations for AFT members, officials and staff. This position will be based in Washington, DC.

Position Responsibilities:

- Provide logistical support for meetings and conferences including arranging for housing and function space, food and beverage, and audiovisual equipment.
- Create and edit function and audiovisual charts and food and beverage lists.
- Review hotel and other invoices for accuracy and transmit to accounting department for payment.
- When on-site, serve as a liaison between meeting participants and hotel staff to resolve problems.
- Compile expenditure and statistical information.
- Inspect facilities to ensure that setups and equipment requests are correct and resolve issues as necessary.
- Assist in registration of meeting/conference participants.
- Maintain AFT LeaderNet and website calendars.
- Draft, edit and proofread correspondence for internal and external communication; create and maintain chronological files; photocopy, scan and fax.
- Participate in supportive role assignments under the direction of the human resources department

Primary Knowledge, Skills and Abilities:

- Ability to exercise good judgment and handle sensitive matters with discretion.
- Attention to detail with a high degree of accuracy is essential.
- Excellent interpersonal communication skills, both written and verbal.
- Ability to work independently and cooperatively within the department and with AFT staff, on deadlines and in high-pressure situations.
- Knowledge of standard office equipment and computer proficiency in MS office and Outlook (and willingness to train on standard AFT software).
- Familiarity with unions and /or non-profit associations is preferred.

**Application
Requirements:**

Applicants should submit a cover letter and resume to human resources via:

**Internal Posting
Period:**

Internal posting period expires XXXXX. External applicants may be considered as of https://secure7.saashr.com/ta/6203756.careers?ApplyToJob=570907750&full_apply=&jobid=570907750

cc:

Deborah King, OPEIU Shop Steward

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.