



**SPECIAL PROJECTS LEAD
ECONOMIC POWER AND GROWTH HUB
WASHINGTON, D.C. [HEADQUARTERS]**

OVERVIEW OF RESPONSIBILITIES:

The Special Projects Lead plays a key role in carrying out the Hub mission to increase union membership, partner with affiliates in strategic organizing campaigns, and build organizing capacity.

The Special Projects Lead coordinates projects that shape and reflect the role of the AFL-CIO around organizing and growth. This includes bringing relationships and expertise around community, immigration and worker centers to the strategic organizing/research projects and to assist the mission of recruiting and developing diverse and talented organizers and researchers.

This position will also take on specific projects and roles that are critical to labor movement growth and the role of the Hub that involve coordination with affiliate organizing programs, SF/CLC's and other AFL-CIO staff to bring expertise and resources to affiliate organizing programs.

DESCRIPTION OF DUTIES:

- Lead, coordinate and facilitate in the implementation of organizing campaigns as approved by the Director.
- Conceptualize, develop and implement programs to build strategic relationships among progressive organizations, including worker centers and the communities they serve to help unions grow.
- Integrate the resources of the AFL-CIO, as well as other coalitions and partnerships including youth and student organizations, worker centers, and other progressive organizations. Link them with local labor movements.
- Design and implement programs and plans to make recommendations for changes to the Director.
- In collaboration with AFL-CIO Hubs and Resources, lead priority projects for the Hub while coordinating overall activity and resources.
- Coordinate, monitor and track federation activities on organizing campaigns.
- Keep the Director updated and informed on the status of individual campaigns and make recommendations to trouble shoot and problem solve as issues arise.
- Track and report on progress of campaign activity, such as field reports or online organizing metrics.
- Participate in departmental planning, budgeting and implementation of programs.
- Prepare and submit regular and ad hoc reports on departmental activities as required.
- Perform other duties as assigned.

QUALIFICATIONS:

- At least 8 to 10 years of union organizing experience to include 4-5 years of a lead organizer role and 3-4 years of campaign management at the coordination level.
- Demonstrated knowledge and experience of organizing models and practices, campaign planning and implementation.
- Knowledge of the work and structure of state federations and central labor councils, AFL-CIO affiliates and allied organizations.
- Experience working leadership at the national, state and local levels.
- Proven ability to develop strategy and implement programs by capturing the resources and capacity of a broad array of partners.
- Strong interpersonal and communication skills and the ability to manage relationships in complex political and sensitive organizational situations.
- High level of individual motivation and a proven self-starter.
- Demonstrated ability to lead teams and workgroups in developing and implementing work plans.
- Excellent organizational skills.
- Computer proficiency is required; database/spreadsheet, email, internet, word processing, social networking skills.
- Demonstrated ability to work independently within the context of a plan.
- Demonstrated ability to exercise good political judgment.
- Demonstrated ability to interpret and apply organizational policies and procedures.
- Effective time management skills, including prioritizing and managing multiple tasks.
- Proven ability to lead by example and foster mentoring relationships.
- Fluency in oral and written Spanish preferred.
- Excellent written, oral and presentation skills.
- Ability to travel and perform weekend and evening work.

Apply here: <http://aflcio.hirecentric.com/jobs/>

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