



AMERICA'S UNIONS

***CIVIL, HUMAN AND WOMEN'S RIGHTS DIRECTOR***  
**ELECTORAL, POLITICAL AND ISSUE MOBILIZATION HUB**  
**WASHINGTON, D.C. [HEADQUARTERS]**

**OVERVIEW OF RESPONSIBILITIES**

The AFL-CIO works to ensure that all workers experience fairness and equality in the workplace. It seeks to uplift the lives of workers of color, women, the LGBTQ community and other underrepresented communities in partnership with the AFL-CIO's affiliate unions, State Federations, Central and Area Labor Councils, constituency groups, and community partners.

The Civil, Human and Women's Rights Director (CHWR Director) is responsible for assisting in the development and implementation of AFL-CIO programs and activities to secure civil and human rights for all, including campaigns and programs to promote workers' rights, voting rights, racial equality, immigration rights, women's rights, LGBTQ rights, workers' rights, and more. The CHWR Director oversees and coordinates civil rights meetings and programs, including the Dr. Martin Luther King Jr. Conference. The position reports to the Director of Outreach, Community and Civil Rights in the Electoral, Political and Issue Mobilization Hub.

**DESCRIPTION OF DUTIES:**

- Help develop goals, strategies and programs addressing racial justice, women's rights, voting rights, LGBTQ rights and others issues as assigned working with the Director of Outreach and the National Field Director;
- Develop community outreach plans around civil, human and women's rights and justice issues with clear strategies, realistic metrics, operational plans, budgets and timelines in line with overall field goals;
- Coordinate and implement programs with and through state federations and central labor bodies, labor constituency groups and progressive community partners;
- Assist the Deputy Field Directors in managing field staff assigned to implement community, outreach and civil rights programs (tracking performance to goals);
- Develop relationships with AFL-CIO affiliates, labor constituency and progressive community groups to identify areas of collaboration and improve performance;
- Work with other Mobilization Hub divisions disseminating information on civil, human and women's rights issues;
- Take primary responsibility for planning the AFL-CIO's Dr. Martin Luther King Jr. Conference and other convenings as assigned;
- Conceptualize and create workshops, tools, newsletters, and related materials for members and partners;
- Work with the Digital Strategies and Communications Resource teams to update and maintain division web presence, SMS and expansion of digital media presence;
- Conduct workshops and training for AFL-CIO staff, union affiliates and constituency groups;

- Facilitate meetings, conference calls and webinars as needed;
- Assist with internal and external diversity reports and related initiatives;
- Support the Director of Outreach in the implementation of the work plan for Civil Rights Directors Collective of the AFL CIO;
- Provide timely reports as needed;
- Other duties as assigned.

### **QUALIFICATIONS**

- Bachelor's degree in labor relations, political science, ethnic studies in related field or equivalent experience with specific demonstrated experience in civil, human and women's rights campaigns;
- Minimum of 4 years' experience in issue campaign and program work with specific demonstrated experience in civil, human or women's rights campaigns;
- Previous labor movement experience is preferred, but candidate must possess a working knowledge of the labor and social justice movements;
- Existing relationships with civil, human and women's rights organizations;
- Demonstrated experience utilizing digital media to support program work;
- Demonstrated experience working with communities of color, women and the LGBTQ community;
- Demonstrated knowledge of policy issues including voting rights, mass incarceration, employee non-discrimination act, pay equity, working families, and other issues relevant to current civil, human and women's rights issues;
- Excellent communication skills;
- Must be proficient in Microsoft Word , Excel and PowerPoint;
- Demonstrated superior writing, researching and messaging skills – writing sample required;
- Demonstrated experience managing and prioritizing multiple tasks, and create written work plans;
- Commitment to the principles and goals of unionism and social justice;
- Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role;
- Effective organizational and time management skills and ability to handle multiple high priority projects;
- Computer proficiency is required: database/spreadsheet, PowerPoint, e-mail, internet and word processing skills;
- Ability to travel and work long hours or weekends as required.

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

*Equal Opportunity Employer*