

**Assistant Materials Coordinator**

**Data, Analytics and Infrastructure**

**Washington, DC [Headquarters]**

***\*Temporary not to exceed December 2018***

OVERVIEW OF RESPONSIBILITIES:

The Assistant Materials Coordinator will assist with the administration of the Working Families Toolkit (WFT)--an online tool the AFL-CIO provides to affiliates and AFL-CIO national and state labor body staff to produce and ship flyers and other materials for worksite contact and member engagement. They will work under the guidance of the Material/Data Mobilization Coordinator to ensure staff have the materials they need to carry out their work. They will also assist with troubleshooting and provide feedback on the functionality of the WFT.

The Data, Analytics & Infrastructure Resource Department’s goal is to generate lasting power for the labor movement, by building the Federation's programmatic tools, web development, data systems, and analytics capacity. This team serves a broad range of clients across the labor movement - from other AFL-CIO departments, to AFL-CIO affiliates, and state and local labor bodies. Through investment in central infrastructure, training, and direct service work, the department aims to empower its partners to run stronger and more cost effective political and legislative mobilization, digital, and organizing campaigns.

DESCRIPTION OF DUTIES:

* Utilize the Internet and other sources to collect information to assist with the creation of political materials;
* Assist users, including staff and affiliates, with technical support in the operation of the WFT;
* Assist with the posting of materials on the WFT including customizable print materials, training materials and videos;
* Assist with proofing, approving, editing and cancelling of all customized materials that use specific union logos for layout and content including creating files in Photoshop to expedite posting of materials;
* Help to ensure the candidate database used for WFT compliance is kept up to date;
* Assist in the development of training programs and materials for new users of the WFT;
* Respond to requests or inquiries from the field;
* Working with a budget, identify field needs/issues and prepare draft materials (flyers) for approval;
* Work closely with the Material/Data Mobilization Coordinator;
* Other duties as assigned.

QUALIFICATIONS:

* Strong background in, or strong familiarity with the labor movement, movements for progressive social change and political or issue campaigns;
* Political campaign experience preferred;
* Campaign research experience preferred;
* Demonstrated writing skills;
* Demonstrated ability to adjust tone and arguments for a variety of audiences;
* Ability to work within a team environment;
* Demonstrated effectiveness providing fast turn-around of quality communications and working in high-pressure environment;
* Effective time management and strong organizational skills, including demonstrated ability to manage and prioritize multiple tasks and projects;
* Excellent computer skills and attention to detail;
* Knowledge of Adobe Acrobat and PhotoShop preferred;
* Must be a self-starter;
* Able to work long and extended hours when needed.

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