

AFL-CIO

AMERICA'S UNIONS

ADMINISTRATIVE ASSISTANT ECONOMIC, POWER & GROWTH HUB WASHINGTON, DC [HEADQUARTERS]

This position will be based at Headquarters and supports the Director and Deputy Director

Duties and Responsibilities

- Provide all administrative support for Director/Deputy Director;
- Schedule and coordinate all activities, travel and speaking engagements for Director/Deputy Director;
- Design and create visual presentations utilizing Power Point for Director/Deputy Director;
- Act as liaison for Director/Deputy Director with other hub staff, AFL-CIO staff and affiliates;
- Assist and aid with departmental communications;
- Screen, manage and prioritize visitors, calls and mail;
- Independently respond to correspondence and prepare letters, memos and email notifications;
- Research, compile, and analyze data;
- Assist with planning and coordination of hubs role at Executive Council meetings, Convention, and other meetings as necessary;
- Understand, and be able to communicate, the function of the Economic Power and Growth hub and the role of each staff person;
- Other duties as assigned.

Qualifications

- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Ability to exercise good political judgment;
- Ability to work both independently and within a team;
- Experience coordinating multiple schedules;
- Experience working in a high-pressure environment and meeting unpredictable deadlines;
- Experience managing and prioritizing multiple tasks;
- Excellent problem solving skills and experience identifying problems and finding potential solutions;
- Highly motivated and self-starter;
- Proficient knowledge of Windows XP, Microsoft Word, Microsoft Excel, Power Point, Microsoft Access, Google Docs and Outlook;
- Experience with and commitment to the labor movement.

Hours: 9:00 am – 4:30 pm

Required tests include: Clerical, Typing, Database (access), Spreadsheet (excel)

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