AFL-CIO

AMERICA'S UNIONS

DATA COORDINATOR
DATA, ANALYTICS AND INFRASTRUCTURE
WASHINGTON, DC [HEADQUARTERS]

OVERVIEW OF RESPONSIBILITIES:

The Data Coordinator plays a critical part in supporting the administration of the core infrastructure and technology that powers the Federation. A great deal of the work of this position will focus on the Labor Action Network (LAN)--the labor movement's instance of the Voter Activation Network (VAN)--but also other existing and new tools and technology. This position is part of a team responsible for coordinating the day-to-day operations of the LAN and other tools--everything from creating accounts to supporting and troubleshooting issues with users to evaluating new efficiencies in workflow and uses for the tool. The Data Coordinator will also work closely with AFL-CIO state federations, central labor councils, AFL-CIO affiliate unions and local unions to assist with their needs around member engagement tools and technology.

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:
- Assist in coordinating the day-to-day operation of the Labor Action Network;
- Create report templates in the LAN for walks, membership phone contacts and mailings;
- Produce ad hoc reports on the use of the LAN;
- Work with NGP-VAN, state election officials, and other outside sources on obtaining key election data (polling locations, early vote and vote by mail results) during the campaign and making sure it is applied and used on the LAN system;
- Assist with output requests, approvals, exports and uploading of scripts in the LAN system;
- Conduct AFL-CIO LAN trainings for AFL-CIO staff and affiliates;
- Collaborate with other Data and Analytics team members to provide input on the design and implementation of a training curriculum on the LAN and other tools for state affiliates, State Federations, CLCs, AFL-CIO staff, coalition partner organizations and other approved users;
- Clean and standardize a variety of data files, using basic scripting and tools like Microsoft Excel;
- Help to maintain the approved users database and assist in monitoring usage of the LAN, to make sure all user activities conform to the AFL-CIO Affiliate Member Data Agreement;

- Assist users with the usage of other campaign technology;
- Collaborate with other Data and Analytics team members to provide input on improvements and development to the LAN and other member engagement tools;
- Provide technical support to state federations, CLCs, coalition partner organizations and other approved users on the LAN as well as other new member engagement tools;
- Work with phone, mail and other vendors to ensure they're abiding by the AFL-CIO membership list security policy;
- Provide support, guidance and strategy to AFL-CIO staff and other stakeholders on how best to integrate the LAN and other member engagement tools into their member contact programs;
- Maintenance of data systems and tools;
- Other duties as assigned.

QUALIFICATIONS:

- Experience with the administration of LAN, VAN or Votebuilder for at least one cycle required;
- At least 2 years of field or targeting experience;
- Demonstrated experience with Excel databases and data clean up;
- Knowledge of and experience with both national and local structures of the labor movement and experience working in the labor movement a plus;
- Demonstrated ability to work independently and be a self-starter;
- Training skills with experience using a variety of tactics and techniques to train users with a wide spectrum of knowledge (i.e. webinars, building out curriculum modules to level up users, etc.) preferred;
- Ability to work long and extended hours as needed;
- Passion for electoral politics and issue campaigns;
- Knowledge of the labor movement preferred;
- Strong attention to detail a must;
- Demonstrated experience working successfully in politically sensitive and high-pressure environments;
- Excellent listening, interpersonal, communication and problem solving skills;
- Demonstrated ability to work effectively on a team in a support role;
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects;
- Ability to work long and extended hours as needed.

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