



**OFFICE ADMINISTRATOR
ADVOCACY HUB
WASHINGTON, D.C. [HEADQUARTERS]**

This position works as part of an administrative team and supports Hub managers and other Hub staff as needed.

Duties and Responsibilities

- Maintain calendar and schedule for managers as assigned;
- Act as an effective liaison with other AFL-CIO departments, affiliated organizations, global labor partners, lobbyists and congressional staffers;
- Coordinate and complete the collection, compilation, and submission of all required reports detailing lobbying activity for the Federation in compliance with the DOL;
- Assist with the coordination of personnel matters including but not limited to job descriptions, postings, technology needs, training, orientation, and file maintenance;
- Assist with administrative work associated with international meetings and coordination of visits from international visitors, including but not limited to travel related work;
- Develop, coordinate and assess departmental systems and operations, including but not limited to, record-keeping, internal and external communications, meetings, travel and expenses and other areas as assigned;
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence; proofreading, reformatting and editing of correspondence and policy statements;
- Coordinate departmental support staff and workflow including resolution of questions and concerns as well as development of ongoing departmental policies and procedures;
- Continuing upkeep, coordination and on-site management when applicable of upcoming international events;
- Coordinate meetings and special events/projects;
- Continuing upkeep of upcoming Capitol Hill-related fundraisers list as this information is received;
- Coordinate leave and attendance records;
- Other duties as assigned.

Qualifications

- Extensive knowledge of the U.S. Senate and the House of Representatives and Leadership offices, or experience working on Capitol Hill;
- Extensive knowledge of the global labor movement;
- Strong knowledge of lobbying process;
- Positive attitude and excellent communication and interpersonal skills;
- Strong ability to work cross-culturally;

- Demonstrated strong writing skills related to correspondence;
- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Excellent proof-reading ability;
- Demonstrated ability to work independently and to make independent decisions;
- Demonstrated ability to create complex spreadsheets and reports;
- Demonstrated ability to exercise good political judgment;
- Demonstrated ability to interpret and apply organizational policies and procedures;
- Ability to manage workflow, to lead staff and to work well within a team;
- Demonstrated ability to work in high-pressure environment and meet unpredictable deadlines;
- Demonstrated ability to prioritize and manage multiple tasks;
- Ability/willingness to work with many people and juggle many projects;
- Excellent problem solving skills;
- Highly motivated and a self-starter;
- Proficient knowledge of Microsoft Word, Excel; Power Point, Microsoft Access, internet applications and Google.
- Ability to work long and extended hours.
- Additional language skills highly valued.

The following testing is required:

**Clerical, Typing, Spreadsheet (Excel), Database (Access), Intermediate Excel (spreadsheet),
Proofreading Practice and Judgment**

Hours: 9:00 AM to 5:00 PM

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

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