



**SENIOR REGIONAL ADMINISTRATIVE SPECIALIST (2 POSITIONS)  
POLITICAL, ELECTORAL AND ISSUES MOBILIZATION HUB  
[EAST REGION & WEST REGION]**

*The Regional Administrative Specialist will be based in the Region/HQ (specific to posting) and reports directly to the Regional Field Director.*

**Job Duties**

- Develop, coordinate, oversee and assess systems and operations, including but not limited to, record-keeping, internal and external communications, meetings, reporting, travel and expenses and other areas as assigned;
- Act as an effective liaison for the regional field director with other regions, departments, affiliated local bodies and allied organizations;
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence including proofreading, reformatting and editing of correspondence;
- Support the coordination of workflow including resolution of questions and concerns, adherence to policies and procedures, and the development of communication and reporting systems;
- Support the National Union Member Candidates Program by maintaining a regional list of union member candidates and elected leaders;
- Maintain regional calendar, and stay abreast, of key state federation and central labor council events including conventions, meetings, actions, forums including the development and maintenance of monthly activity reports;
- Keep director information of all regional activities;
- In coordination with HQ, track SF/CLCs annual reports and governance compliance issues;
- In coordination with the Senior Field Representatives, providing technical assistance to state and local bodies for the annual reporting process;
- Coordinate meetings and special events/projects for the region, including continual upkeep and maintenance of regional contacts, as well as onsite coordination of events;
- Identify and confirm new leaders with state and local bodies, including new officers identified for the New Officers Training;
- Responsible for maintaining and tracking regional and district-level reporting;
- Coordinate leave and attendance records for the region;
- Experience with creating professional slides for presentations
- Other duties as assigned.

## **Required Experience and Qualifications**

- Minimum **3** years of cumulative high-level professional administrative or executive administrative experience, including experience with meeting planning and event coordination;
- Minimum **3** years of successful experience in a customer service environment;
- Demonstrated writing and research skills (writing samples required);
- Demonstrated proficiency with project management, database systems and communication systems of the AFL-CIO including Zoom, or the propensity to learn and adapt quickly;
- Demonstrated experience with budgets;
- Demonstrated experience with Conference Room Scheduler;
- Demonstrated experience to understand, interpret, support and apply organizational and department policies and procedures;
- Demonstrated experience working independently;
- Demonstrated ability to exercise good political, fiscal judgment and discretion;
- Demonstrated ability to handle highly confidential information;
- Demonstrated ability to exercise high attention to detail;
- Demonstrated ability to work with executive staff and elected leaders from affiliates and other external organizations;
- Demonstrated ability to prioritize and manage multiple tasks and supporting multiple managers while meeting competing deadlines;
- Demonstrated ability working as a team player;
- Demonstrated experience working as a team lead;
- Excellent communication, verbal, written and analytical skills;
- Positive and proactive attitude with excellent organizational and interpersonal skills;
- Highly motivated and a demonstrated self-starter;
- Strong ability to adapt to and integrate new technology trends;
- Strong aptitude providing broad support and meticulous attention to details;
- Excellent collaboration, problem solving and customer service skills;
- Highly proficient in all Microsoft Office and Google product suite applications, particularly Excel and internet research;
- Ability to work long and extended hours.

**Regular Hours: 9:00 am to 5:00 pm**

**Required tests include:**

**Clerical, Spreadsheet, Intermediate Excel, Typing and Writing Sample**

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

*Equal Opportunity Employer*