



**OFFICE ADMINISTRATOR
CIVIL, HUMAN AND WOMEN'S RIGHTS
POLITICAL, ELECTORAL & ISSUES MOBILIZATION HUB
WASHINGTON, D.C. [HEADQUARTERS]**

This position will be based at Headquarters and supports the Director and other Civil Rights staff as needed.

Duties and Responsibilities

- Provide all administrative support for Director;
- Schedule and coordinate all activities, travel and speaking engagements for Director;
- Design and create visual presentations utilizing PowerPoint or Google Slides for Director;
- Act as liaison for Director with other division staff, AFL-CIO staff and affiliates;
- Develop, coordinate and assess division 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 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;
- Assist and aid with departmental communications;
- Screen, manage and prioritize visitors, calls and mail;
- Research, compile, and analyze data; and independently prepare reports;
- Assist with planning and coordination of departments role at Executive Council meetings, MLK Civil and Human Rights Conference, AFL-CIO Racial Justice Taskforce meetings, Convention, and other meetings as necessary;
- Assist with the coordination of personnel matters including but not limited to job descriptions, postings, technology needs, training, orientation, and file maintenance;
- Understand, and be able to communicate, the function of the Civil, Human and Women's Rights division and the role of each staff person.
- Other duties as assigned.

Qualifications

- Positive and proactive attitude with excellent organizational interpersonal skills;
- Professional, courteous and tactful;

- Demonstrated ability to exercise good political judgment;
- Demonstrated ability to work both independently and within a team;
- Demonstrated ability to prioritize and manage multiple tasks while meeting competing deadlines.
- Ability to adapt to and integrate new technology trends;
- Demonstrated Ability to understand, interpret, support and apply organizational and department policies and procedures;
- Highly motivated and self-starter;
- Experience coordinating multiple schedules;
- High attention to detail;
- Demonstrated ability to work with executive staff and elected leaders from affiliates and other external organizations;
- 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;
- Proficient in all Microsoft Office and Google product suite applications;
- Experience with and commitment to the labor movement;
- Ability to work long and extended hours when needed.

Required tests include:

Clerical, Typing, Spreadsheet (excel), Proofreading, Intermediate Excel

Hours: 9:00 am – 5:00 pm

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

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