



NATIONAL CAMPAIGN TRAINING COORDINATOR POLITICAL, ELECTORAL & ISSUES MOBILIZATION HUB WASHINGTON, DC [HEADQUARTERS]

Overview of responsibilities:

The National Campaign Training Coordinator will lead a team responsible for the development and delivery of comprehensive campaign training for electoral and legislative campaigns. The NCTC is responsible for working with national AFL-CIO staff, federation bodies and affiliates to conceptualize and develop training programs that meet their overall campaign needs including agenda, curriculum and providing project management for the training, or other training components as needed.

Description of duties:

- Develop and deliver targeted training programs, specifically on comprehensive campaigns for national staff, AFL-CIO State Federations, central labor bodies, affiliate unions and community partners. This will include the creation of customized modules and materials on various programs for use by leaders, members and staff of state and local central labor bodies and international unions.
- Responsible for completing portions of training content with other staff if applicable including curriculum development, identifying and training trainers and facilitators, and putting in systems to evaluate training content, trainers and other aspects of trainings.
- Upon request, be a campaign trainer at affiliate conferences, trainings and meetings.
- Project coordinator/manager for all sizes and scope of campaign trainings. This includes being a lead for administrative, operations and program staff to fulfill training goals including tracking progress for program completion.
- Oversee logistics and all preparations for the training. This includes working with the operations team to secure and staff a training location, AV needs, printing, and training preparation for facilitators and trainers.
- Create and maintain an up-to-date production schedule for a large scale, multi-faceted training program.
- Work with affiliate unions to identify needs, best practices, and opportunities to provide assistance.
- Develop and deliver campaign training programs as a whole including components such as planning, budgeting, mail, phones, analytics, messaging, communications, digital strategies, relationship building. This will be done in conjunction with experts inside and outside of the AFL-CIO as well as with staff in other departments when applicable.
- Develop and deliver training programs on various aspects of tactics, managing volunteers, coordination of worksite programs, and communication skills.
- Help develop train-the-trainer program to maximize capacity for training delivery.
- Identify, build relationships with and develop trainers who have vast legislative, electoral, political and organizing experience, further identifying those who have specific expertise in elements of campaigns.

- Ability to travel frequently in performance of the duty of the job.
- Ability to work and long and extended hours.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Labor Studies or Political Science helpful.
- Minimum 3-5 years of experience in conceptualizing, developing and implementing training curriculum and programs.
- Minimum 5-7 years of legislative or electoral campaign experience, including as a lead within the field as well as national campaign experience.
- Minimum 3-5 years of demonstrated project management experience. Extensive experience working with trainers to prep them to deliver on training materials.
- Familiarity with and experience working with the field campaigns of the AFL-CIO, including union organizing, issue, electoral and community/union mobilization.
- Demonstrated successful ability to write, develop and deliver training programs related to campaign development and implementation, and organizational and leadership development.
- Demonstrated successful experience with adult education principles and popular education modalities, and a commitment to an inclusive training programming.
- Extensive experience as a trainer, facilitator, mentor, and team leader of staff.
- Capable of working independently as well as part of a team in both a lead and a mentor role.
- Demonstrated experience in the development and delivery of training curriculum and programs in the context of labor councils and state federations is helpful.
- Demonstrated successful ability to write and develop comprehensive campaign plans.
- Demonstrated ability to make professional and persuasive presentations and to meaningfully engage a wide range of diverse audiences including different labor groups and community allies.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.
- Demonstrated effectiveness as a classroom or field educator, including a proven ability to effectively connect with, inspire, and coach adult learners.
- Demonstrated ability to adapt and adjust to various audiences and to make changes to training agendas/curriculum to meet the needs of training participants.
- Demonstrated ability to work well with a diverse range of co-workers, leaders and organizations.
- Demonstrated ability to work effectively in politically sensitive environments.
- Ability to travel frequently in performance of the duty of the job.
- Ability to work and long and extended hours.
- A spirit of creativity and innovation in developing programs.
- Must be a team player as well as able to take own initiative.

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