



AMERICA'S UNIONS

**STATE & LOCAL LEGISLATIVE ISSUES COORDINATOR  
MOBILIZATION HUB  
WASHINGTON, D.C. [HEADQUARTERS]**

**Overview of Responsibilities:**

The State & Local Legislative Issues Coordinator will work as part of the AFL-CIO State & Local Legislative team, which is focused on winning victories for – and defeating attacks on -- working families at the state and local level. By working closely with state federations and central labor councils, affiliates, union legislators, and allied organizations, the team develops a proactive working families' state legislative agenda and provides the strategic and policy support to help state federations and allies implement it. The team also helps coordinate work to fight back state legislative attacks on working families.

**Description of Duties:**

- Develop strategy and policy support for state federations and central labor councils, allies, and labor state legislators as they work to pass a working families' legislative agenda and defeat anti-worker bills.
- Work with and advise allied organizations and think tanks on worker issues.
- Track, analyze and assess state legislation that impacts working families.
- Assess policy measures based on the triple crisis: pandemic, racial justice and economic crisis.
- Independently write daily, weekly, and full session reports on state legislation.
- Prepare and/or edit collaborative Google Slides (Power Point) presentations.
- Conduct research on key labor issues.
- Assist in staffing the National Labor Caucus of State Legislators (NLC).
- Write, edit and fact check issue fact sheets, talking points, and other materials for a variety of audiences from rank and file union members to media to elected officials.
- Help plan, prepare materials for, and staff issue briefings and policy discussions for state federations, central labor councils, and union legislators.
- Work with and advise allied progressive policy organizations on issue research.
- Perform other duties as assigned.

## Qualifications:

- 5-7 years of work experience in legislative or issue campaigns or related experience.
- BA in Political Science, History, Sociology, Public Policy or related field OR equivalent work experience
- Demonstrated strong policy analysis ability.
- Demonstrated excellent public speaking skills.
- A minimum of one year of experience tracking and analyzing state or local legislative issues.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.
- Technical skills including:
  - Proficiency in web-based research
  - Legislative tracking programs such as FiscalNote
  - Online meeting platforms such as Zoom and Google Meet
  - Google-suite programs including: docs, sheets, slides; or Word, Excel & PowerPoint
  - Project management software such as Smartsheet
- Demonstrated superior verbal and writing skills – writing sample required.
- Demonstrated ability to adjust tone and arguments for a variety of audiences.
- Demonstrated ability to work effectively in politically sensitive and high-pressure environments.
- Demonstrated ability to work independently within the context of a plan and team projects.
- Knowledge of the workings of the labor movement.
- Demonstrated superior attention to detail.
- Ability to travel in performance of the duties of the job.
- Ability to work long and extended hours.
- Demonstrated ability to build teams and work effectively in a team environment, in both a lead and a support role.
- Must be a team player as well as able to take own initiative

Writing Sample Required.

**Please note that the AFL-CIO requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.**

Starting annual salary is \$96,323

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