



ORGANIZING INSTITUTE ASSISTANT DIRECTOR
ECONOMIC POWER AND GROWTH HUB
WASHINGTON, DC [HEADQUARTERS]

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!,” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

The AFL-CIO Organizing Institute (OI) is the primary arm in the labor movement to train the current and next generation of union organizers to win campaigns for union recognition and grow the Labor Movement. For over 30 years, the OI has been at the forefront of training member activists and staff organizers the core skills critical to empower people to gain respect, dignity and a voice at work through forming a union.

The Assistant Director will be part of leading a dynamic and energetic team responsible for training union organizers to win campaigns for union recognition. The candidate who fills this position will also be responsible for implementing the goals and vision of the AFL-CIO OI in partnership with the OI Director. The Assistant Director will be expected to represent the Economic, Power, & Growth Hub of the AFL-CIO, with affiliate unions and partners, in order to promote and support capacity building to grow the labor movement.

The Assistant Director will work closely with the EPG hub managers in leading staff as well as be involved in personnel decisions and supervisory duties for staff.

Description of Duties:

- Assist in coordinating OI planning, goals, and training priorities with affiliated unions' organizing directors.
- Manages the day-to-day operations of the staff to meet the goals of the OI Program.
- Assists in the coordination of recruitment and training of organizers. This includes coordinated activity, efforts and communications with other AFL-CIO hubs and affiliate unions.
- On an on-going basis, reviews and leads the OI staff in developing curricula for organizer training and skill development.
- Assist in managing all facets of the OI Training Program, which includes (in-person & virtual) the OI 3-Day Trainings; OI Trainer Academy (Train-the-Trainer); Campaign/Union specific trainings; field organizer trainings; and OI Advanced & Lead Organizer Trainings.
- Develops and implements yearly work plans including the OI budget.
- Works closely with the OI Director to assess affiliate training needs and the effectiveness of the program in order to advance the recruitment and training of organizers.
- Assist in building and managing relationships with AFL-CIO Constituency Groups and other allies.

Qualifications;

- Significant experience in the labor movement, including a minimum of six (6) years of union organizing experience.
- Demonstrated ability to develop, plan and conduct training sessions.
- Demonstrated ability to develop adult training curriculum.
- Demonstrated ability to prepare a strategic campaign plan.
- Demonstrated ability to relate to and work with diverse groups of people in various settings.
- Demonstrated ability to work effectively in politically-sensitive, high-pressure environments.
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships.
- Demonstrated ability to work collaboratively, work well under pressure, and manage multiple priorities and projects effectively.
- Demonstrated ability to manage sensitive relationships and effectively communicate with AFL-CIO officers, department directors, managers, employees, and outside contacts.
- Demonstrated ability to build and motivate teams and work effectively in a team environment in both a lead and support role.
- Management training and experience preferred. Proven ability to lead by example and foster mentoring relationships required.
- Experience designing and implementing staff development programs.
- Proficiency with digital media and their strategic use.
- Proficiency in data management.
- In-depth knowledge about the labor movement and social movements.
- Strong interpersonal skills, public speaking and writing skills.
- Flexible, highly creative and motivated.
- Language skills considered, however, not required.
- Excellent attention to detail and accuracy.
- Excellent listening, interpersonal, communication and problem solving skills.
- Ability to work independently within the context of a plan.
- Computer proficiency is required.
- Ability to travel.
- While we strive to maintain a healthy and sustainable work/life balance, the position may sometimes require long and extended hours including weekends.

Starting salary: \$116,588

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.

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

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