



ADMINISTRATIVE SECRETARY
OFFICE OF THE PRESIDENT
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.

This candidate will directly support executive staff working in coordination with the administrative team for the Office of the President.

Duties and Responsibilities

- Provide administrative support for executive staff;
- Schedule and organize complex activities, travel and speaking engagements and manage calendars;
- Anticipate the needs of the executive staff, work in coordination with the administrative team, and develop an independent work plan to support those priorities;
- Act as liaison with other department staff, AFL-CIO staff and affiliates, including elected leaders;
- Know, interpret and apply organizational policies, procedures, and protocols;
- Develop, coordinate and assess office 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 and independently prepare responses to inquiries and other correspondence;
- Type and design general correspondence, memos, policy statements, charts, tables, graphs, etc. Proofread copy for spelling, grammar and layout, and make appropriate changes. Responsible for accuracy of the final document/product;
- Coordinate office workflow including resolution of questions and concerns, as well as development of ongoing office policies and procedures;
- Support both in-person and virtual meetings by working with executive, IT and Meetings & Travel staff on all logistical details;
- Understand, and be able to communicate, the function of the AFL-CIO to both the internal and external labor movement;
- Retrieve information quickly from various sources including utilizing the web as a resource tool;
- Work independently and within a team on special and nonrecurring projects;
- Assist and aid with Executive Office communications and in the development of intra-office

- communication systems and processes;
- Screen, manage and prioritize visitors, calls and mail;
- Process expense reports and make travel arrangements;
- Substitute for other Administrative Secretaries within the Executive Office as required;
- Other duties as assigned.

Qualifications

- Extensive successful experience working at an executive level;
- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated ability to lead staff;
- Core competencies in technical capacity, personal effectiveness, thoroughness, communication and flexibility;
- Demonstrated ability to exercise sound political judgment with highly sensitive issues;
- In-depth knowledge of AFL-CIO structure, procedures and protocols;
- Demonstrated experience working with elected leaders or in an Executive Office capacity;
- Demonstrated ability to work within a team as a lead or in a support capacity;
- Demonstrated ability to work in a high-pressure environment and meet unpredictable deadlines;
- Demonstrated ability to work independently;
- Demonstrated ability to prioritize and manage multiple tasks;
- Demonstrated experience with excellent problem resolution skills;
- Highly motivated and a self-starter;
- Demonstrated experience in taking and transcribing meeting notes (shorthand is not required);
- Strong commitment to confidentiality and strong demonstrated ability to exercise discretion;
- Strong ability to do web-based research;
- Demonstrated proficiency in Google Suite including Google Docs, Windows, Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint;
- Demonstrated experience with Zoom, Google Meet and other virtual meeting platforms;
- Preferred experience with Concur and Egencia systems;
- Preferred experience with Smartsheet or other project management software;
- Ability to work overtime (as needed);
- Ability to travel sporadically, usually two to three times per year.

Required tests include:

Clerical, Typing, Spreadsheet (Excel), Proofreading Practice, PowerPoint, Google Slides, Google Calendar, Intermediate Excel and Judgment

Hours: 9:00 am to 5:00 pm

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/>

Equal Opportunity Employer