



**GOVERNANCE AND ORGANIZATIONAL DEVELOPMENT COORDINATOR
POLITICAL, ELECTORAL AND ISSUES MOBILIZATION 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 Governance and Organizational Development Coordinator is responsible for coordinating and responding to all issues and inquiries related to the rules governing the conduct, activities, affairs, finances and property of all state, area and central bodies of the AFL-CIO. The Governance and Organizational Development Coordinator also provides oversight and guidance in organizational development as it applies to New Alliance or restructuring for the purpose of building strong state and local organizations to carry out the campaigns, programs and priorities of the AFL-CIO. This includes assisting with the NEA partnership work of the AFL-CIO, as well as leading the financial reform efforts with State, Area and Central Labor Councils.

DESCRIPTION OF DUTIES:

- Review, in coordination with Regional Directors, state, area and local labor councils that are not in compliance with AFL-CIO policy and rules and make recommendations to AFL-CIO Officers which may include trusteeship, monitorship or dissolution. Assist with actions related to same.
- Recommend changes to Financial Officers Manual, Rules Governing State Federations and Rules Governing Area and Central Labor Councils.
- Conduct regularly scheduled trainings on Ethical Practices (including the AFL-CIO’s Code of Conduct), Financial Practices and Rules Governing State, Area and Central Labor Councils.
- Coordinate staff, activities, meetings and program elements on restructuring in targeted states in conjunction and coordination with national AFL-CIO, state-fed and affiliate leaders on New Alliance reorganization or other restructuring and organizational development projects.
- Lead the federation’s financial reform initiatives and ethical practices, including the AFL-CIO’s Code of Conduct with CLCs and state federations.
- Monitor and track state, area and central labor council annual, affiliation and financial reports to ensure they are submitted in a complete and timely manner, and review for aberrations or other indicators of financial instability.
Work with the AFL-CIO Accounting Department to maintain the highest standards for Federation financial practices of CLCs and state federations.
- Work with the IT Department to keep annual reporting system up to date, and reflective of AFL-CIO policy.
- Assist with the AFL-CIO NEA Unity Partnership efforts with the Regional Directors, interfacing with affiliates, following up on applications for affiliation and working with the regional directors, and regional field staff.
- Respond to governance inquiries from state, area and local labor councils regarding financial, election, constitutional and jurisdictional changes.

- Review, research and recommend action regarding amendments, constitutional and by-law changes for state, area and local labor councils, and directly affiliated local unions (DALUs).
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Minimum 2 years of financial accounting or auditing experience within a federation or union environment.
- Demonstrated proficiency is required in various database and spreadsheet applications as well as accounting software.
- Demonstrated comprehensive understanding of union fiscal procedures and budgeting.
- Demonstrated effective organizational and time management skills, including prioritizing and managing multiple tasks and developing and maintaining organized systems of information.
- Extensive knowledge of and experience with both national and local structures of the labor movement
- Demonstrated ability to work independently within the context of a plan and as a member of a larger team.
- Demonstrated ability to work well with a diverse range of leaders and organizations.
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships.
- Excellent listening, interpersonal and problem solving skills.
- Demonstrated ability to build relationships and work effectively in politically sensitive and high-pressure environments.
- Excellent written and verbal communication skills.
- Ability to travel and to work irregular hours is required.

Starting annual salary: \$96,323.05

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.

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