



ACTION BUILDER TRAINING AND SUPPORT SPECIALIST (5 POSITIONS)
DATA, ANALYTICS AND INFRASTRUCTURE
WASHINGTON, DC (HQ) OR REMOTE

Do you believe that we need to bring an organizing model to political and election work? Are you the kind of person who lives and breathes organizing? Are you obsessed with building power for working people through collective action? Do you understand that technology is not a substitute for good face-to-face organizing but recognize the opportunity it provides to make traditional organizing campaigns more efficient? If so, you may be the person we are looking for.

The AFL-CIO is planning to run one of the most robust worksite and relational organizing programs for the election this year and a key component of that work will be the use of Action Builder—the first tool for worker organizing built through a co-design process with multiple organizers across the labor movement—to track deep one-on-one conversations, power map worksites and locals and much more. You will be part of a team that will ensure the successful launch of Action Builder for this program through trainings, administrative and technical support for the tool and strategic guidance on how to leverage Action Builder to supplement deep member engagement by AFL-CIO affiliate unions, state federations, CLCs and other stakeholders.

You should have a passion for organizing with specific background in union organizing and/or election work that—preferably—included some relational organizing components. You do not need to have extensive experience administering similar technology (we will train you) but it will be key to have an interest in how data can be used to make election campaigns more effective.

The Data, Analytics & Infrastructure Resource Department's goal is to generate lasting power for the labor movement, by building the Federation's programmatic tools, web development, data systems, and analytics capacity. This team serves a broad range of clients across the labor movement—from other AFL-CIO departments to AFL-CIO affiliates, and state and local labor bodies. Through investment in central infrastructure, training, and direct service work, the department aims to empower its partners to run stronger and more cost-effective political and legislative mobilization, digital, and organizing campaigns.

This is a temporary position not to exceed November 30, 2022.

DESCRIPTION OF DUTIES:

- Work with national and local unions to launch the use of Action Builder for tracking of worksite contact and member engagement for the 2022 election.
- Deliver trainings to users of the tool through webinars, in person trainings, asynchronous training formats and more.
- Assist with the creation of a training curriculum—in close consultation with our Mobilization department—of Action Builder for use by multiple stakeholders with varying degrees of technical knowledge.
- Provide strategic guidance and support for Action Builder to affiliate unions, state federations, CLCs, local unions and other approved users.
- Help, when needed, with data migration and movement of data between Action Builder, the LAN (the AFL-CIO version of the VAN) and other technology.
- Other duties as assigned.

QUALIFICATIONS:

- 2 or more years of labor organizing and/or election campaign experience.
- Strong training skills with experience using a variety of tactics and techniques to train users with a wide spectrum of knowledge (i.e. webinars, building out asynchronous curriculum modules to level up users, etc.).
- Experience—with a strong preference for administrative level experience—with Action Builder, VAN or another customer relationship management (CRM) system is a strong plus.
- Experience with relational organizing models and technology for elections preferred.
- Knowledge of and experience with both national and local structures of the labor movement and different types of labor organizing models is a plus.
- Demonstrated experience with Excel, databases and data clean up.
- Demonstrated experience working successfully in politically sensitive and high-pressure environments.
- Excellent listening, interpersonal, communication and problem solving skills.
- Demonstrated ability to work effectively in teams as well as independently.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.
- Dedicated to building power for the labor movement through technology and recognition that organizing and deep member engagement are vital to strengthening unions.
- Ability to travel on a regular basis as needed, and for extended periods of time.
- Ability to work long hours and weekends as required.

Starting annual salary: \$86,284

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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