

# AFL-CIO

AMERICA'S UNIONS

## FELLOW ECONOMIC POWER & GROWTH HUB WASHINGTON, DC (HQ)

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 Fellow works under the supervision of OI management to accomplish assignments. The Fellow will participate in a series of formal training modules as well as on going one on one mentorship from Growth Strategies staff.

### DESCRIPTION OF DUTIES:

- Assist in the build out and expansion of the OI's digital and social media presence. This will include sharing with the OI's audience training announcements, OI training schedules, post-training reports and other announcements as needed.
- Assist with creating a protocol and tracking results.
- Assist with revamping of training systems and materials.
- Assist with streamlining the expansive OI training modules and curriculum.
- Participates in training planning, and participates in overall development and planning.
- Effectively communicates purposes for information gathering.
- Communicates informational findings to team and participates in meetings with people outside of the organization as appropriate.
- Assists in streamline the expansive OI training modules and curriculum.
- Create systems for cataloging, archiving and user access.
- Makes daily and weekly plans reflecting broader goals and balances conflicting demands.
- Performs other duties as assigned.

### JOB QUALIFICATIONS

- B.A. or B.S. preferred.
- Demonstrated community, union or student activist experience.
- Strong presentation, communication and writing skills.
- Effective time management skills, including prioritizing and managing multiple tasks, and experience in developing personal work plans and goals.
- Excellent computer skills, including word processing, spreadsheet, and presentation software.
- Ability to work well in a collaborative environment.

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

*Equal Opportunity Employer*