



**LEGISLATIVE ASSISTANT**  
**ADVOCACY 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 Advocacy Hub unifies the labor movement around the policy agenda that serves America’s working people. The Advocacy Hub convenes and coordinates the policy agendas of the 57 affiliate unions, and often non-affiliate unions and allied organizations as well, prioritizes and then advances a clear and coherent labor movement agenda to the halls of power.

The Advocacy Hub is core to advancing the objectives of building a modern, inclusive labor movement fighting for distinct and vital policy initiatives. The Advocacy Hub accomplishes this work with teams of policy experts, legislative representatives, and programmatic drivers.

**OVERVIEW OF RESPONSIBILITIES:**

The Legislative Assistant provides capacity support to the legislative representatives. This position reports to the Advocacy Director and provides support for government engagement such as attending meetings, preparing memos, and representing the interests of AFL-CIO in coalitions and broader stakeholder engagement.

- Tracks and monitors legislation, committee markups and votes to support work of the Legislative Representatives and Policy staff.
- Maintains the congressional voting record and serves as a link between Advocacy and Communications to keep the legislative material on the AFL-CIO website up to date.
- Maintains a portfolio of legislative issues
- Reviews and makes recommendations on proposed regulations and legislative proposals for their impact on AFL-CIO affiliate members and workers writ large.
- Develops and contributes to written material, including correspondence, legislative testimony, and policy memoranda for use internally and externally.
- Liaises and advocates with outside organizations and affiliates as assigned.
- Assists in preparing strategic recommendations for issue and policy development.
- Performs other duties as required to support the department and its mission.

## **QUALIFICATIONS:**

### Education

- A bachelor's degree with at least 3-5 years work experience (or Masters Degree) in public policy and/or advocacy representing the interests of workers;
- Knowledge of the labor movement; actual experience working for a union is highly desirable.

### Skills

- Demonstrate excellent written and verbal communication skills.
- Proficiency in Internet-based research, word processing and e-mail programs.
- Demonstrate ability to work effectively in politically sensitive and high-pressure environments.
- Ability to work independently within the context of a plan.
- Flexibility to travel as required in performance of duties.
- Ability to work long and irregular hours when needed.

Starting annual salary is \$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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