



JOB TITLE: Administrative and Fiscal Manager
DEPARTMENT: AFL-CIO Working for America Institute &
AFL-CIO Tech Institute
REPORTS TO: Executive Director of Working for America Institute &
Tech Institute

The AFL-CIO Working for America Institute (Institute) is a non-profit, 501(c)(3) national workforce intermediary that assists unions, employers, labor-management partnerships, the workforce system, and community organizations by providing technical assistance, education, leadership development, policy analysis and implementing employment, apprenticeship and training related services that help to create, expand and retain high quality jobs.

The AFL-CIO Technology Institute is a non-profit 501(c)(3) organization launched in 2021 to bring the voices of working people and unions into technology development and innovation policy.

Elizabeth Shuler
President

Fredrick D. Redmond
Secretary-Treasurer
Executive Vice President

Amanda Ballantyne
Executive Director

The WAI & TI are seeking to hire an Administrative and Fiscal Manager who will support the management and operations of the WAI and Technology Institute.

Working with the Executive Director of the WAI and Technology Institute and the WAI Deputy Director the Administrative and Fiscal Manager is responsible for supporting the administration and programs of the WAI and Technology Institute.

Key Duties

Review and optimize office policies and procedures, particularly grant management, documentation, filing systems, and event logistics.

Management Systems

Working with Executive Director and Deputy Director, implement internal management systems to:

- Track and document activities and progress in meeting deliverables for grants and contracts.
- Produce performance reports for WAI Managers, AFL-CIO and funders.
- Review invoices and financial reports including consultant expense and travel expense reports in coordination with Accounting staff, Auditors and the AFL-CIO Secretary Treasurer's office.
- Review consultant, sub-grantee and sub-contractor spending and progress on meeting deliverables.
- Assist in developing and monitoring budgets.
- Assist in programmatic and financial monitoring of all grants and contracts and compliance with grant and contractual obligations.
- Prepare spreadsheets, presentations and statistical and budget reports.
- Coordinate with relevant departments of the AFL-CIO and AFL-CIO staff on programmatic and management activities.

Staff Management & Day-to-Day Operations

- Supervise administrative staff and day-to-day operations of the WAI and the AFL-CIO Technology Institute, including scheduling, travel and event logistics.

Proposal Development

- Assist in the preparation of grant and contract proposals and budgets.
- Develop and manage tracking systems for proposals.
- Develop and provide progress reports to senior management.

Board of Trustees Support

- At the direction of the Executive Director and Deputy Director communicate effectively in a timely and accurate manner all information needed for the Board to make effective decisions.
- Support the Board of Trustees including organizing meetings, ensuring timely communications and response to Board direction.
- Take minutes at all Board and related meetings.

Reports, Meetings and Correspondence

- Manage phone calls, resolve routine and complex inquiries, schedule appointments and organize calendars.
- Provide administrative support in arranging travel and planning in-person events and

meetings.

- Provide support for virtual meetings, including troubleshooting real time login issues and being available to take phone inquiries during the sessions.
- Review and organize correspondence.
- Maintain files and prepare routine correspondence, letters, and memos.
- Update and maintain listserv and databases.
- Maintain all files both electronic and hard copy.

Other duties as assigned.

Professional Qualifications

- A minimum of 5-10 years' experience of working on a Senior Administrative Assistant, Executive Administrative Assistant or similar position.
- Education: Bachelor's degree or equivalent work experience
- Demonstrated knowledge of the structure and operations of the AFL-CIO.
- Hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
- Significant experience with office management and daily operations.
- Proficient skills in Google Suite, Microsoft Word, Excel, PowerPoint and Microsoft Access and Google Groups (others?).
- Strong verbal and written communication skills including proofreading and editing documents.
- Strong problem solving, organizational and time-management skills.
- Demonstrated ability to manage multiple tasks and competing priorities, managing workflow and work within a team.
- Experience working with staff from multiple programs and projects.
- Demonstrated ability to plan, problem solve and think creatively and strategically.
- Demonstrated ability to be self-motivated, proactive and a self-starter.
- Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role.
- Effective organizational and time management skills and demonstrated ability to handle multiple high priority projects.
- Demonstrated ability to work well with a diverse range of leaders and organizations.
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships.
- Must be detail-oriented.
- Demonstrated experience in developing work plans and goals.
- Ability to travel and stay overnight for conferences, meetings and work-related events.

Based in Washington DC (headquarters)

The AFL-CIO Working for American Institute and the AFL-CIO Technology Institute is an equal opportunity employer.

Salary range: \$110,000-\$120,000

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.

Please provide a cover letter, references and writing and work samples to nsommerkamp@aflcio.org