



STRATEGIC POLICY ADVISOR ON WORKFORCE DEVELOPMENT

Position Status: Full-Time
Reports to: Policy & Research Director
Location: Washington, D.C.
Salary Range: \$110,000-\$120,000

About AFL-CIO Technology Institute

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. Creation of the Institute was a core recommendation of the 2019 AFL-CIO Commission on the Future of Work and Unions, a multi-sector collaborative of union leaders determined to build a powerful strategy to prepare our movement for the [future of work](#).

To Apply

If interested in applying, please follow this [link](#) to submit your application. We will review all applicants and, upon qualification, contact you to determine the next steps.

The Opportunity

The Institute is seeking to hire a Policy Advisor with a focus on workforce development and its critical role in providing workers a pathway into good union jobs. The Policy Advisor will serve as a key expert and advisor on workforce development in the organization and be responsible for helping to shape the Technology Institute's policies and programs to advance worker-centered training strategies and help the labor movement navigate technology transitions in the economy and the workplace. Working closely with the Executive Director, the Policy & Research Director, and the AFL-CIO Working for America Institute, the Policy Advisor will support a policy portfolio on workforce development including registered apprenticeships and pre-apprenticeships, STEM and Career and Technical Education (CTE), state and local workforce policy, worker rights, equity and racial justice, and labor-management partnerships.

The Technology Institute's mission is to create technology and innovation policies and practices, and build multi-sector strategies that improve the lives of working people and ensure public R&D investments equitably benefit workers and communities. From Congressional offices to the shop floor, this is a unique opportunity to shape the future for working people across the country and develop a new organizational voice on technology and the future of work.

DESCRIPTION OF DUTIES:

- Advance the AFL-CIO Technology Institute's policy agenda on worker-centered workforce development, including worker training, labor-management partnerships, Registered Apprenticeships and pre-apprenticeships, STEM and Career and Technical Education (CTE), equity and racial justice, state and local workforce policy, and worker rights.
- Review and develop analysis, testimony, correspondence and comments to proposed regulations and implementation guidance; develop materials explaining public policy positions for the AFL-CIO officers, affiliates, and state and local bodies.
- Educate and advise federal and state policymakers, including the Administration and the Congress.
- Collaborate with labor movement partners, including the AFL-CIO, unions and state and local labor federations.
- Support the integration of the Institute's policy work into other programs and initiatives. Create written reports, materials, factsheets, testimony, comments to proposed regulations and implementation guidance and policy papers; conduct research on relevant issues, including procurement, technology and innovation policy, and worker rights; and support the Institute's public affairs and communications initiatives.
- Facilitate meetings, workshops, and coordinate with departments on issues that involve policy;
- Build relationships and develop areas of collaboration with external partners that coordinate similar work.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in related field or equivalent experience with specific demonstrated experience in with worker organizations;
- Graduate degree or applicable experience in relevant discipline preferred;
- Demonstrated experience in the labor movement with a union or community organization with a minimum of three years of union/federation, community, women's agenda or political experience;
- At least 5 years of relevant work experience and demonstrated success in relevant areas;
- Excellent communication and writing skills, including ability to write policy documents, testimony, regulatory comment, and reports, suggest changes to legislative language, successful ability to speak to large and diverse groups of professionals, youth, leaders and peers;
- Demonstrated experience and highly proficient in use of online tools, databases, computer mobilization tools and new media in a professional context. (e.g., social networks, texting, Twitter, other digital platforms);
- Demonstrated ability to manage and prioritize multiple tasks;
- Commitment to the principles and goals of the labor movement, social justice and racial equity;

- Knowledge and experience with both national and local structures of labor movement;
- Demonstrated ability to work independently within the context of a plan as part of a larger team;
- Effective organizational and time management skills and able to handle multiple high priority projects;
- Ability to create written work plans;
- Excellent interpersonal and communication skills and the ability to manage relationships in complex political and sensitive organizational situations;
- Ability to travel as required;
- Ability to work long hours or weekends as required.

COMPENSATION AND BENEFITS:

The Technology Institute offers employee benefits including

- Excellent employer-paid comprehensive health care, medical, and vision benefits
- Generous leave including annual vacation and sick leave
- Employer Paid Retirement/Pension Plan and 401(k) Savings Plan Match
- A hybrid work culture with the option to work from home up to two times per week

The AFL-CIO Technology Institute is an equal opportunity employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We welcome a diverse pool of applications, believe it is critical that our staff represent the larger labor movement, and are committed to building a culture and community that fosters diversity, equity, and inclusion.

Please note that the AFL-CIO Technology Institute requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.