



AMERICA'S UNIONS

**OI RECRUITMENT COORDINATOR
ECONOMIC POWER AND GROWTH
WASHINGTON, DC**

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 Organizing Institute (OI) is the go to place in the labor movement for training the current and next generation of union organizers. For over 30 years, the OI has been at the forefront of working with our affiliate partners to recruit, train, and develop member activists and staff organizers to empower people to gain respect, dignity and win a voice through forming a union in their workplaces.

The OI Recruitment Coordinator will be responsible for designing and coordinating the AFL-CIO Organizing Institute’s recruitment, training and placement program for unions looking to expand their organizing programs. This candidate will be part of a dynamic team responsible for working with affiliate unions to develop union organizers to win campaigns for union recognition. The OI Recruitment Coordinator will work closely with affiliate unions to build an OI recruitment program that meets the moment of extraordinary activism and critical need to grow the labor movement.

Duties and Responsibilities:

- Be expected to represent the organizing department of the AFL-CIO, its affiliate unions and partners, in order to promote and support capacity building to grow the labor movement.
- Work closely with and in coordination with the goals of the AFL-CIO Organizing Institute.
- Working with the OI Director and Economic Power & Growth Hub to develop goals and systems to implement the OI recruitment program.
- Works closely with other OI staff to execute the goals of the OI Recruitment Program
- Works with affiliate unions to create networks/pathways into the labor movement;
- Coordinate the recruitment, training, and placement of potential applicants to become union organizers through the AFL-CIO OI Program;
- Conducts recruitment outreach for potential applicants (remote and in-person) at colleges and universities, and through student, justice, gender, racial, & environmental progressive organizations and the like.
- Responsible for developing and maintaining recruitment materials;
- Expanding the OI’s recruitment presence through social media;
- Updating and maintaining digital recruitment materials;

- Interviewing and making recommendations for potential applicants to attend OI's 3-Day basic organizer training;
- Attends OI 3-Day Trainings as a Teaching Fellow to assist with skill development of potential organizers recruited through OI Recruitment Program;
- Coordinate with affiliates to place participants with affiliated unions interested in hiring organizers from the OI Program.
- Perform other duties as assigned.

Requirements and Qualifications:

- Graduation from a four-year college or university preferred;
- 5-7 years of union organizing or a combination of union organizing and community/political organizing experience;
- Demonstrated ability to relate to and work with diverse groups of people in various settings;
- Demonstrated ability to work effectively in politically-sensitive, fast paced and high-pressure environments;
- Experience designing and implementing staff development programs;
- Proficiency with digital media and their strategic use;
- Proficiency in data management utilizing an Oracle database.
- In-depth knowledge and experience with the labor movement and other social movements;
- Strong interpersonal skills, public speaking and writing skills;
- Flexible, highly creative and motivated;
- Demonstrated ability to manage multiple project with competing deadlines;
- Strong oral, written, and verbal communication skills;
- Ability to use Google Suite;
- Ability to work with direction and execute projects effectively and meet goals;
- Ability to work independently to move a program forward and at times and also part of a team to attain larger goal;
- Ability to build and maintain interpersonal relationships;
- Spanish fluency a plus (not required);
- Graduate of the AFL-CIO Organizing Institute Apprenticeship or Union Summer Program preferred;
- A valid driver's license is required;
- Ability to travel (extensively at times);
- Ability to work long and extended hours, including weekends.

Starting salary: \$96,323.05

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