



AMERICA'S UNIONS

INTERNAL COMMUNICATIONS SPECIALIST

PUBLIC AFFAIRS

WASHINGTON, DC [HEADQUARTERS]

The AFL-CIO is the most robust worker-centered network in the United States, featuring 60 affiliate unions, 12.5 million members, over 250 staff and local federations in every community, region, state and territory. An informed and activated AFL-CIO has the power to organize new unions, bargain industry-leading contracts, win the big political fights and ultimately, change lives for the better. Providing timely and accurate information to every AFL-CIO activist and leader—and doing it in a way that is coordinated, strategic and sustainable—is the central focus of the Internal Communications Specialist.

We're looking for a creative thinker with a strategic and executional mindset, that brings innovative communication approaches to the team. The Internal Communications Specialist will engage and mobilize large and diverse audiences toward a common goal, while ultimately delivering high impact results that protect our brand, reinforce successes and influence transformational change.

DESCRIPTION OF DUTIES

- Produce daily issue-focused communications to inform and inspire AFL-CIO activists and leaders.
- Produce weekly in-depth communications highlighting the groundbreaking work of local unions, members and leaders.
- Serve as an integral member of the writing team, helping to draft and edit newsletters and other internal communications.
- Support state federations and central labor councils with communications needs, working closely with field communicators.
- Serve as an internal lead on advocacy and campaign communications with affiliate, state fed, and clc involvement - developing toolkits, distribution channels, plans and strategies, and working with affiliates and allies to execute.
- Assist manager with the development and execution of strategic communications plans for significant AFL-CIO meetings, including the potential attendance at these meetings.
- Own aspects of development and execution of associate communication and engagement events and activities.
- Keep AFL-CIO staff regularly informed of federation activities and campaigns.
- Create and maintain calendar of federation activities, campaigns and priorities.
- Produce quarterly internal communications reports highlighting the depth and breadth of federation-wide engagement.
- Maintain regular personal communications with affiliates, state and local bodies and allied groups.
- Develop opportunities and foster engagement of staff around organization priorities.
- Build and maintain targeted contact list of key stakeholders.
- Other duties as assigned.

QUALIFICATIONS:

- BA or BS in a relevant field is required.

- At least three years of relevant work experience and demonstrated success in relevant areas, including political or issue campaigns.
- Experience developing and implementing internal communications programs.
- Proven marketing, public relations and creative background with measured success.
- Persuasive skills and able to gain consensus through influence.
- Demonstrated ability to work collaboratively, deliver under pressure and manage multiple priorities and projects effectively.
- Demonstrated ability to work with grassroots union and community movements to plan, develop and implement message and events.
- Talent to adapt and learn quickly, and keep others informed/together in a fast-paced, changing environment.
- Demonstrated expertise in creative and content direction.
- Exceptional organization and project management skills.
- Superior writing, editing and verbal communications skills.
- Excellent computer skills including internet-based research, proficiency with Google Suite.
- Labor movement knowledge is required and past experience working within the labor movement is strongly preferred.
- Ability to work long and extended hours and travel regularly. .

Writing samples and testing required.

Starting annual salary: \$96,323.05

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

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