



**ADMINISTRATIVE SPECIALIST  
OFFICE OF THE PRESIDENT-ANNEX  
WASHINGTON, D.C. [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.

This position reports to the Strategic Advisor to the President for Clean Energy Jobs and the Strategic Advisor to the President Center for Transformational Organizing and other senior managers in the Office of the President.

**Responsibilities**

- Provide administrative support for the Strategic Advisors to the President;
- Act as a liaison for the Strategic Advisors with AFL-CIO staff and affiliates;
- Assist with scheduling and coordinating activities, travel and speaking engagements;
- Exercise political judgment with both internal and external contacts;
- Prepare routine and ad hoc reports and process expense statements, travel authorizations, and invoices;
- Ability to work with multiple teams to coordinate workflow, and establish and maintain a project tracker for Clean Energy Jobs and the Center for Transformational Organizing;
- Start and draft Decision Memos, event briefings, etc.;
- Serves as first point of contact; screen, manage and prioritize visitors, calls and mail;
- Prepare and submit all travel arrangements and expenses in a timely manner;
- Create a filing system and maintain all project files;
- Assist meeting/conference planning, scheduling and execution;
- Utilize the Internet as a basic research tool for information gathering;
- Independently respond to correspondence and prepare reports/memos and spreadsheets;
- Review and process incoming correspondence and materials and prepare responses to inquiries and other routine correspondence;
- Compose, format and edit routine correspondence, reports and other materials;
- Maintain office and office supplies
- Other duties as assigned.

**Qualifications**

- Excellent verbal, written and analytical skills;
- Positive attitude and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated ability to exercise good political judgment;

- Demonstrated ability to prioritize and manage multiple assignments;
- Demonstrated ability to interpret and apply organizational and department policies and procedures;
- Effective time management skills;
- Experience with utilizing and navigating the Internet for information finding;
- Demonstrated ability to work well independently or as part of a team;
- Highly motivated and a self-starter;
- Ability to adapt to and integrate new technology trends;
- Demonstrated work performance as a self-starter and detail oriented;
- Excellent organizational skills;
- Demonstrated ability to work well in a high pressure environment;
- Excellent problem solving skills and experience identifying problems and finding potential solutions;
- Ability to work overtime; if needed
- Proficient in all Microsoft Office and Google product suite applications.

**Required Tests Include:**

**Clerical, Typing, Spreadsheet (Excel) and Judgment**

**Hours: 9:00 AM – 5:00 PM**

**Salary: \$61,692.87**

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

*Equal Opportunity Employer*