Job Title: Events and Communications Coordinator

Department: AFL-CIO Technology Institute

Reports to: Communications Manager

Based in: Washington, DC

Salary Range: $80,000 - $100,000

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: Please submit your resume and cover letter to cbieber@aflciotechinstitute.org. We will review all applicants and, upon qualification, contact you to determine the next steps.

The Opportunity

The Technology Institute seeks an Events and Communications Coordinator to assist in executing its mission with a national audience of policymakers, philanthropists, and partners, including workforce experts, academics, and industry. The Events and Communications Coordinator will help to amplify our organizational voice within the labor movement on technology, and execute on a wide variety of events and communication strategies.

Description

Events Management
- Oversee and coordinate the organization's events, including press conferences, conferences, program launches, and fundraising events
- Gather information about event objectives, budget, and preferences
- Communicate with stakeholders, partners, speakers, vendors, and suppliers before, during and after the event
- Control expenditures to ensure the event doesn't exceed budget
- Troubleshoot problems that arise to ensure the event goes smoothly
- Collaborate closely with development and administration team members to execute event logistics

- Ensure that events comply with insurance, health and safety standards

Communications
- Experience writing professional communications, including briefing memos, press releases, fundraising documents, messaging docs, blog posts, other collateral
- Update and create website content
- Suport press events and execute communications strategy
- Maximize the organization's public presence by monitoring breaking news and drafting press releases, social media posts, and other content
- Maintain internal communications with affiliates and stakeholders
- Draft reports for funders, stakeholders, other external audiences

Knowledge and Skill Requirements

- Excellent research and writing skills
- Strong project management skills and organizational skills with demonstrated attention to detail while operating in a deadline driven atmosphere;
- Effective time management skills, including prioritizing and managing multiple tasks;
- Work well under pressure; takes initiative and works independently;
- Proven proficiency/comfort in engaging with varied stakeholders, including vendors, media, affiliate partners, and others partners;
- Familiarity with politics and policy landscape;
- Demonstrated ability to interpret and apply organizational policies and procedures; experience in the labor movement is a plus;
- Excellent administrative and computer skills, including proficient knowledge of word processing software. Experience with graphic design or photo editing software is a strong plus.
- Ability to adapt and integrate new technology trends;
- Proficient in all Microsoft Office and Google product suite applications;
- At least 4 to 5 years of experience;
- Some travel and long hours are expected;
- This is a Washington, DC-based position. A minimum of 3 days in person work in the office is required.

The AFL-CIO Technology Institute is an equal opportunity employer.