



**REGIONAL ADMINISTRATIVE SPECIALIST  
POLITICAL AND FIELD MOBILIZATION**

**WASHINGTON, D.C. [HEADQUARTERS] OR ATLANTA, GA [SOUTHERN REGION OFFICE]**

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 Regional Administrative Specialist will be based either at the AFL-CIO Headquarters in Washington, D.C. or at the Southern Region Office in Atlanta, GA.

*This position reports directly to the Northeast & Southern Regional Field Directors.*

**Duties and Responsibilities:**

- Develop, coordinate, oversee and assess systems and operations, including but not limited to, record-keeping, internal and external communications, meetings, reporting, travel and expenses and other areas as assigned
- Act as an effective liaison for the regional field director with other regions, departments, affiliated local bodies and allied organizations
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence including proofreading, reformatting and editing of correspondence
- Support the coordination of workflow including resolution of questions and concerns, adherence to policies and procedures, and the development of communication and reporting systems
- Support the National Union Member Candidates Program by maintaining a regional list of union member candidates and elected leaders
- Maintain regional calendar, and stay abreast, of key state federation and central labor council events including conventions, meetings, actions, forums including the development and maintenance of monthly activity reports
- Keep director informed of all regional activities
- In coordination with Headquarters, track Federated Body annual reports and governance compliance issues
- In coordination with the Senior Field Representatives, providing technical assistance to state and local bodies for the annual reporting process
- Coordinate meetings and special events/projects for the region, including continual upkeep and maintenance of regional contacts, as well as onsite coordination of events
- Identify and confirm new leaders with state and local bodies, including new officers identified for the New Officers Training

- Responsible for maintaining and tracking regional reporting
- Coordinate leave and attendance records for the region
- Experience with creating professional slides for presentations
- Other duties as assigned

**Qualifications:**

- Minimum 3 years of cumulative high-level professional administrative or executive administrative experience, including experience with meeting planning and event coordination
- Minimum 3 years of successful experience in a customer service environment
- Demonstrated writing and research skills (writing samples required)
- Demonstrated proficiency with project management, database systems and communication systems of the AFL-CIO including Zoom, or the propensity to learn and adapt quickly
- Demonstrated experience with budgets
- Demonstrated experience with Conference Room Scheduler
- Demonstrated experience to understand, interpret, support and apply organizational and department policies and procedures
- Demonstrated experience working independently
- Demonstrated ability to exercise good political, fiscal judgment and discretion
- Demonstrated ability to handle highly confidential information
- Demonstrated ability to exercise high attention to detail
- Demonstrated ability to work with executive staff and elected leaders from affiliates and other external organizations
- Demonstrated ability to prioritize and manage multiple tasks and supporting multiple managers while meeting competing deadlines
- Demonstrated ability working as a team player
- Demonstrated experience working as a team lead
- Excellent communication, verbal, written and analytical skills
- Positive and proactive attitude with excellent organizational and interpersonal skills
- Highly motivated and a demonstrated self-starter
- Strong ability to adapt to and integrate new technology trends
- Strong aptitude providing broad support and meticulous attention to details
- Excellent collaboration, problem solving and customer service skills
- Highly proficient in all Microsoft Office and Google product suite applications, particularly Excel and internet research
- Ability to work long and extended hours if needed.

**Required tests include:**

**Clerical, Spreadsheet, Intermediate Excel, Typing and Writing Sample**

**Hours will be 9:00 AM to 5:00 PM**

**Salary: \$70,267.61**

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

*Equal Opportunity Employer*