



**TEMPORARY ADMINISTRATIVE SPECIALIST  
POLITICAL AND FIELD MOBILIZATION HUB  
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 Director of Governance, Education and Training of the Political & Field Mobilization Hub.*

**\*Temporary political term ending November 30, 2024.**

**Responsibilities**

- Support governance program for Federated Bodies and Union.
- Utilize various databases to analyze data, run query-based reports, verification of required documentation, develop spreadsheets, and create reports for the purpose of annual reports, solidarity charters, solidarity fund, and governance program.
- Produce and maintain correspondence and records for Federated Bodies in relation to governance matters like within rules governing, solidarity charters, solidarity fund, and programs with our affiliate unions and non-affiliated unions.
- Maintain various listservs, mailing lists, contact information of Federated Bodies.
- Develop, coordinate, oversee and assess systems and operations, including but not limited to, record-keeping, internal and external communications, reporting, and other areas as assigned.
- Manage the National Affiliation Fee Program (NAFP); calculating money to be paid to the SFs from nine NAFP International Unions (IUs) and ensuring the SFs receive their payments in a timely fashion.
- Support the coordination of workflow including resolution of questions and concerns, adherence to policies and procedures, and the development of communication and reporting systems.
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence; proofreading, reformatting and editing of correspondence.
- Assist the Director and Deputy Director with training AFL-CIO staff and Federated Bodies on various systems in order to ensure governance compliance.
- Act as liaison with Federated Bodies, AFL-CIO staff, and affiliates.
- Notify International Unions of State Federation per capita rate changes (per capita rate changes can occur as often as weekly, monthly, or yearly).
- Assist the Director, Deputy Directors, affiliate officers, and Federated Bodies in responding to inquiries from the general public.
- Understand, and be able to communicate, the function of the AFL-CIO to both the internal and external audiences.
- Other duties as assigned.

## **Qualifications**

- Ability to proofread and edit documents;
- Experience in monitoring budgets;
- Demonstrated ability to prioritize and manage multiple tasks;
- Demonstrated experience to assist with the development, coordination and drafting of systems including the ability to interpret and apply organizational policies and procedures;
- Experience creating and working with spreadsheets;
- Positive attitude and excellent interpersonal skills;
- Professional, courteous and tactful;
- Excellent organizational skills and detail oriented;
- Demonstrated ability to exercise good political judgment;
- Ability to manage workflow and work within a team;
- Demonstrated ability to prioritize and manage multiple tasks;
- Experience working with staff from multiple programs and projects;
- Excellent problem solving skills;
- Highly motivated and a self-starter;
- Proficient skills with Access, Word, Excel, Powerpoint, Windows, Google Suite: GMail, Docs, Sheets, Slides.
- Ability to travel and work extended hours when needed.

**Salary: \$70,267.61**

### **Required Tests Include:**

**Spreadsheet (Excel), Intermediate Excel, Database (Access), Clerical, Typing and Judgment**

**Hours: 9:00 AM – 5:00 PM**

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

*Equal Opportunity Employer*