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 AFL-CIO Union Lawyers Alliance (ULA) is a non-profit, educational, membership organization composed of approximately 2,000 lawyers who represent national and local unions affiliated with the AFL-CIO. The ULA operates out of the AFL-CIO General Counsel’s office.

This position reports to the General Counsel and the ULA Managing Counsel. The position includes some travel, typically limited to a 5-6 day trip each spring for the ULA’s annual conference.

Duties and Responsibilities:

- Maintain the ULA membership database, including processing membership applications, renewals, removals, and inquiries
- Manage membership data
- Accounts payable processing
- Process cash receipts from members via checks and the ULA membership platform
- Maintain the ULA Hiring Hall
- Prepare for annual ULA audit
- Work with Managing Counsel to prepare and monitor ULA budget
- Reviewing ULA bank account and credit card statements; code credit card expenditures
- Work with ULA accountant on a regular basis to help reconcile accounts

Qualifications:

- Proven ability to be a team player and a key part of collegial office
- Able to proofread and edit documents
- Careful attention to detail
- Demonstrated ability to manage multiple tasks and competing priorities
- Experience creating and maintaining databases
- Positive attitude and excellent interpersonal skills
- Professional, courteous and tactful
- Demonstrated ability to exercise good political judgment
- Able to manage workflow and work within a team
- Experience working with staff from multiple programs and projects
- Excellent problem solving skills
Highly motivated and a self-starter  
Proficient skills in Microsoft Word, Excel, PowerPoint and Microsoft Access  
Able to work overtime as needed.

Required Tests Include:  
SPREADSHEET (Excel), DATABASE (Access), CLERICAL, and TYPING  
Hours: 7 hours per day, excluding lunch  
Start time typically 9am

Salary: $64,267.61

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