



AMERICA'S UNIONS

## COMMUNICATIONS COORDINATOR- CLEAN ENERGY JOBS

*This is a temporary one (1) year project.*

### COMMUNICATIONS

### WASHINGTON, DC [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.

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#### OVERVIEW OF RESPONSIBILITIES:

The Communications Resource carries the voice of America’s unions to the media, to leaders and to the general public through various communications outlets.

The Clean Energy Jobs team is responsible for developing, supporting and delivering the AFL-CIO’s work on clean energy, climate, and good jobs. The team’s goal is to ensure that the number of good union jobs in clean energy goes up. To achieve this, the team supports AFL-CIO affiliated unions, state federations of labor, and central labor councils in organizing new jobs and helps them to secure existing good union jobs.

Over the next two years, the Federation’s priority is to ensure that federal investment in clean energy produces the maximum number of good union jobs, particularly for young, black, and brown workers, and for women.

The Communications Coordinator for Clean Energy Jobs develops content for, coordinates, and ensures the dissemination of communications about the AFL-CIO’s work and positions on clean energy jobs and climate. The Coordinator works closely with the Communications and Clean Energy Jobs teams to develop and disseminate messages in internal and external channels.

An immediate priority is positioning AFL-CIO’s President on clean energy and climate issues in major and specialist media as well as other channels.

The Communications Coordinator-Clean Energy Jobs reports to the Deputy Communications Director, with a dotted line to the Strategic Advisor to the President for Clean Energy Jobs. The Coordinator is part of the Communications and Clean Energy Jobs teams, ensuring information flow and consistent messaging, and maximizing communications opportunities for the Federation in the fields of clean energy and climate change.

#### DESCRIPTION OF DUTIES:

- Write news releases, background pieces, advisories, newsletters, fact sheets and other news-related information.
- Conceive and support social media strategy and content, including digital toolkits and blog posts.
- Coordinate, track and execute action items.
- Create talking points as appropriate on key issues.

- Write, edit and research materials.
- Build and maintain relationships with key stakeholders.
- Serve as the point of contact and execute events communications plans.
- Prepare and submit regular and ad hoc reports on resource activities as required.
- Perform other duties as assigned.

## **QUALIFICATIONS:**

- Minimum 5-6 years experience in a communications role.
- Communications, journalism, or experience in another related field, or a bachelor's degree desirable.
- A passion for and a knowledge of energy and climate issues, particularly as they relate to working families and social justice.
- Experience with advocacy organizations helpful.
- Experience with the union movement a plus.
- Demonstrated superior writing and research skills including experience writing press releases, fact sheets and other news-related information.
- Strong interpersonal skills.
- Good judgment.
- Outstanding attention to detail.
- Excellent verbal communication skills.
- Sharp copy editing eye.
- Proficiency in Internet-based research, word processing and email programs.
- Comfortable creating PowerPoint presentations.
- Strong communications planning skills.
- Experience with social media platforms including Twitter, Facebook, Instagram and TikTok.
- Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing campaign and personal work plans and goals.
- Demonstrated ability to work effectively in politically sensitive environments.
- Ability to work well in teams and a collaborative environment.
- Strong interpersonal and problem-solving skills.
- Ability to work long and extended hours.
- Proven video editing skills are helpful.

*Please provide a cover letter, references and three writing samples (including at least one op-ed). Top candidates will receive a writing test.*

**Starting annual salary: \$103,181.25**

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

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