AFL-CIO
AMERICA'S UNIONS

DATA ASSISTANT
DATA, ANALYTICS AND INFRASTRUCTURE
AT- LARGE

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.

OVERVIEW OF RESPONSIBILITIES:

The Data Assistant will play a critical part in supporting the administration of the core infrastructure and technology that powers the Federation's Joint Mobilization program in 2024. A great deal of the work of this position will focus on quality control in the use of the labor movement's instance of the Voter Activation Network (VAN) – Labor Action Network (LAN) – as well as other Federation tools and technology that support electoral programs.

The Data, Analytics & Infrastructure Resource Department's goal is to generate lasting power for the labor movement, by building the Federation's programmatic tools, web development, data systems, and analytics capacity. This team serves a broad range of clients across the labor movement--from other AFL-CIO departments to AFL-CIO affiliates, and state and local labor bodies. Through investment in central infrastructure, training, and direct service work, the department aims to empower its partners to run stronger and more cost-effective political and legislative mobilization, digital, and organizing campaigns.

This is a temporary position not to exceed November 30, 2024.

DESCRIPTION OF DUTIES:

- Assist in vetting output requests or exports in Labor Action Network (LAN) in accordance with the AFL-CIO Executive Council policy on membership list security.
- Assist in responding to user support requests using Zendesk – including creating and/or maintaining user accounts, scripts, codes, reports, lists or bulk uploads – for outreach tools such as LAN, Spoke (peer-to-peer texting), or Scale to Win (dialer).
- Assist in quality control in printed materials and their orders.
- Clean and standardize data files, using tools like Microsoft Excel and Google sheets or basic scripting.
- Assist in AFL-CIO LAN training program.
- Assist in coordinating information through GUI in custom databases for tracking and authorizing scripts, vendors, affiliates, or users in accordance with AFL-CIO policy.
- Other duties as assigned.

QUALIFICATIONS:

- Experience using LAN or VAN is preferred but not required.

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- Experience using a peer-to-peer texting program, like Hustle, GetThru, or Spoke, and/or a dialer system, like CallEvo, CallHub, or Scale to Win, preferred.
- Demonstrated experience with Excel databases and data clean-up.
- Experience editing images or layouts with Photoshop, InDesign, Illustrator or similar software is a plus.
- Demonstrated experience working successfully in politically sensitive and high-pressure environments.
- Ability to work independently.
- Strong attention to detail is a must.
- Excellent listening, interpersonal, communication, and problem-solving skills.
- Demonstrated ability to work effectively on a team in a support role.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.
- Passion for electoral politics and issue campaigns.
- Knowledge of the labor movement is a plus.
- Ability to travel and work long and extended hours when needed.

Annual salary: $63,052.19

Apply here: http://aflcio.hirecentric.com/jobs/

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