

AFL-CIO

AMERICA'S UNIONS

DEPUTY DIRECTOR CLEAN ENERGY JOBS WASHINGTON, D.C. [HEADQUARTERS]

The Clean Energy Jobs department develops, supports and delivers the AFL-CIO's work on clean energy, climate, and good jobs. The department's goal is to ensure that the number of good union jobs in clean energy goes up. To achieve this, the department 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.

OVERVIEW OF RESPONSIBILITIES

The Deputy Director reports directly to and is supervised by the Strategic Advisor to the President for Clean Energy Jobs. The Deputy Director has two main responsibilities:

- Support the Strategic Advisor in developing and delivering the AFL-CIO's work on clean energy, climate, and good jobs;
- Work with the Strategic Advisor and the Clean Energy Jobs department, the Political and Field Mobilization Hub, and other departments and partners to develop and deliver the AFL-CIO's state and local work on clean energy jobs.

DESCRIPTION OF DUTIES

- Assist the Strategic Advisor in delivering the Federation's work on clean energy, climate, and good jobs, including:
 - Drafting briefs, reports, memoranda, presentations, talking points, and other written materials for the Strategic Advisor and the officers;
 - Drafting and monitoring delivery of the Clean Energy Jobs department budget;
 - Ensuring the timely recruitment, hire, and onboarding of new staff;
 - Acting for the Strategic Advisor in internal and external meetings as requested;
 - Contributing to and ensuring the department's timely delivery of strategy, initiatives, decisions, briefings, reports, and other items;
 - Ensuring agendas and preparation for department and other federation meetings, including team meetings, affiliate meetings, the Energy Committee, etc.
- Serve as the initial point of contact in the department for the Political Field and Mobilization Hub and ensure coordination between the department, PFM, state federations, and central labor councils. This includes:
 - Together with PFM and the Clean Energy Jobs department, staying close to the state federations and central labor councils through regular meetings, reports, webinars, briefings, etc.
 - Understanding, mapping, and ensuring timely responses to state federation and central labor

council needs.

- With the Clean Energy Jobs department, PFM, and other departments as required, develop plans and actions for delivery to state feds and central labor councils, such as information, advocacy, research, or campaigns.
- Ensuring the timely and complete provision of strategic, technical, informational, and analytical services in the field of clean energy to affiliates, state feds, and central labor councils.
- Work closely with the Strategic Advisor, teammates, other AFL-CIO teams and departments, and labor, government, and community stakeholders to deliver the above responsibilities.
- Represent the Federation at conferences and other speaking engagements, as requested.
- Perform other duties as assigned.

JOB QUALIFICATIONS

- Five or more years of senior management or leadership experience from the labor movement or related bodies.
- Strong written and oral communication skills.
- Knowledge of and experience with clean energy issues is a plus.
- Undergraduate degree in political science, economics, labor studies, or another relevant field; or equivalent work and life experience.
- Strong organizational abilities, including planning, delegating, program development, and task facilitation.
- Experience working in complex and diverse teams.
- Team-, movement- and affiliate-oriented. Fearless yet respectful when engaging with our movement.
- Works collaboratively and exercises good judgment.
- Solutions oriented with ability to make proposals.
- Tracks progress of projects to ensure completion.
- Effectively communicates with department staff.
- High personal integrity and accountability.
- Strong interpersonal and problem-solving skills, including diplomacy, discretion and confidentiality.
- Ability to work extended or irregular hours.

Starting Annual Salary is \$132,234.50

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