



AMERICA'S UNIONS

**Senior Office Administrator
Grade VIII
Economic Power and Growth**

This position reports to the Director and senior managers of the Economic, Power and Growth Hub

Responsibilities

- Provide all administrative support for the Director and senior managers, as needed.
- Develop, coordinate, oversee, and assess systems and operations, including but not limited to record-keeping, internal and external communications, meetings, reporting, travel and expenses, and other areas as assigned;
- Support the coordination of workflow, including resolution of questions and concerns, adherence to policies and procedures, and the development of communication and reporting systems;
- Schedule and coordinate all activities, travel, and speaking engagements for the Director and senior managers, as needed.
- Maintain calendar and schedule for Director and senior managers as assigned.
- Coordinate meetings and special events/projects.
- Continuing upkeep, coordination, and on-site management when applicable for upcoming events.
- Act as liaison with other department staff, AFL-CIO staff, affiliate staff, including Executive Offices of the AFL-CIO.
- Advanced ability to design and create visual reports using PowerPoint, Google Slides, and Sheets.
- Exercise political judgment with both internal and external contacts.
- Process expense statements and travel authorizations consistent with travel policies and procedures.
- Screen, manage, and prioritize visitors, calls, and mail.
- Maintain and organize all project & program files.
- Assist with planning and coordination of the department's role at Executive Council meetings, Organizing Director's meetings, Convention, and other meetings as assigned.
- Assist the AFL-CIO Organizing Institute (OI) with administrative functions and programmatic support related to OI trainings and the OI apprenticeship program as needed.
- Utilize the Internet for information gathering and basic research.
- Independently prepare responses to inquiries and other correspondence, proactively gather information for decision-making, and advance programmatic work through follow-up and outreach.
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence; proofread, reformat, and edit correspondence.
- Understand the structure and function of the AFL-CIO and be able to communicate AFL-CIO functions to internal and external audiences.
- Other duties as assigned

Qualifications

- Demonstrated ability to exercise good political judgment;
- Excellent verbal, written, and analytical skills;
- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated proficiency in the Google Productivity Suite, including Docs, Sheets, Slides, and Google Meet.
- Demonstrated proficiency in the use of Zoom communication software and application tools.
- Excellent proof-reading ability;
- Demonstrated strong writing skills related to correspondence;
- Demonstrated experience coordinating multiple schedules;
- Experience with or the ability to learn webinar software and Asana for project management.
- Demonstrated ability to prioritize and manage multiple assignments and meet competing deadlines;
- Ability to lead staff and to work well within a team;
- Ability/willingness to work with many people and juggle many projects;
- Experience with utilizing and navigating the internet for information finding;
- Demonstrated ability to work well independently and to make independent decisions;
- Demonstrated work performance as a self-starter and detail-oriented;
- Excellent organizational skills;
- Demonstrated ability to work well in a high-pressure environment and meet unpredictable deadlines;
- Excellent problem-solving skills and experience identifying problems and finding potential solutions;
- Experience with the labor movement is preferred but not required.
- Ability to work long and extended hours.

Required Tests Include: Spreadsheet (Excel), Intermediate Excel, PowerPoint, Clerical, Typing and Judgment
Hours: 8:00 AM – 4:00 PM

Salary: \$72,726.98

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

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