



**CIVIL RIGHTS LEAD PROGRAM SPECIALIST
CIVIL, HUMAN AND WOMEN'S RIGHT
WASHINGTON, D.C. [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.

The AFL-CIO Civil, Human, and Women's Rights Department supports and implements the priorities and programs of the AFL-CIO and works to ensure that all workers have fairness and equality in the workplace. Our goal is to uplift the lives of workers of color, women, the LGBTQ community, and other underrepresented communities, as well as partner with affiliates, constituency, and community groups to advocate and solve issues that affect these communities.

In this role, you will support the Director in developing strategy and approaches for the AFL-CIO's work to secure civil and human rights for all, including programs to promote workers' rights, voting rights, decarceration, racial justice, women's rights, LGBTQ rights, and more. This position will work collaboratively with various stakeholders, including affected communities, AFL-CIO affiliates and local bodies, coalition partners, policymakers, activists, and more.

The Senior Program Specialist will be part of the Civil, Human and Women's Rights Department and will work closely with the Communications and Advocacy Departments to implement programs. This position will be responsible for supporting the development, implementation, and coordination of issues and campaigns pertaining to racial & economic justice, mass incarceration, voting rights, and areas of mutual interest to the AFL-CIO, its affiliated unions, state federations, and central labor councils, constituency groups and community partners.

The Senior Program Specialist works under the supervision of the Director of the Civil, Human and Women's Rights Department.

DESCRIPTION OF DUTIES:

- Build and maintain partnerships with national and local partners, constituency groups, members, and affiliates around campaign strategy, policy, and trainings; foster relationships with staff of other human rights, civil rights, criminal justice, and racial justice organizations on the national and local level, in conjunction with the appropriate AFL-CIO departments, affiliates and local labor movements;
- Contribute to the execution and coordinate assigned duties with the annual Dr. Martin Luther King Jr. Civil and Human Rights Conference, including program development, production, interdepartmental coordination, and more;

- Conduct research, track, and keep the Director informed on key civil, human, and women's rights issues to inform AFL-CIO's position and communications strategies;
- Develops implementation methods for ensuring effective communication among the Civil Rights community, including sending regular updates to partners, constituency groups, affiliates, and members that include research, fact sheets, toolkits, and other information, as needed;
- Identify external and internal opportunities for AFL-CIO officers, leaders, and departments to discuss racial justice issues to a broader audience;
- Lead, coordinate and facilitate meetings, trainings, convenings, conference calls and external programs with affiliates, constituency groups and partners;
- Represent the Federation in coalitions that involve civil, human and women's rights issues and other workers' rights issues that intersect with our work;
- Support Civil, Human and Women's Rights Director in the coordination and development of work plan for Civil Rights Directors Collective of the AFL CIO;
- Other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Knowledge of and experience working with the structure and functions of the labor movement and preferably the AFL-CIO;
- Bachelor's degree in related field or equivalent experience with specific demonstrated experience in civil, human and women's rights campaigns;
- Minimum 7-8 years experience in union or community organizing, including experience working with, or organizing, low wage workers, criminal justice and/or racial justice;
- Superior written and verbal communication skills;
- Demonstrated ability to be self-motivated, proactive and a self-starter;
- Effective organizational and time management skills and demonstrated ability to handle multiple high priority projects;
- Must be detailed-oriented;
- Demonstrated extensive experience in assisting in the conceptualization, development and implementation of a campaign and an educational program;
- Demonstrated interest and/or ability to work with local labor movements and AFL-CIO affiliates, particularly on the national and local level;
- Demonstrated experience working with communities of color, women and the LGBTQ community;
- Demonstrated knowledge of policy issues including voting rights, mass incarceration, employee non-discrimination act, pay equity, working families, and other issues relevant to current civil, human and women's rights issues;
- Demonstrated ability to plan, problem solve and think creatively and strategically;
- Demonstrated ability to plan for and coordinate cohesive action among ethnically diverse groups;
- Demonstrated extensive experience in building unity among diverse groups and in recruiting and mobilizing others to action;
- Demonstrated experience working successfully in politically sensitive and high pressured environments;
- Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role;
- Demonstrated ability to work well with a diverse range of leaders and organizations;
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships;
- Demonstrated experience in developing work plans and goals;

- Computer proficiency is required: database/spreadsheet, PowerPoint, e-mail, internet and word processing skills;
- Ability to travel on a regular basis as needed and for extended periods of time as required.

Salary: \$114,357.55

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