



**NATIONAL PRESS SECRETARY AND SENIOR WRITER  
COMMUNICATIONS  
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’s communications team carries the voice of America’s unions to the media, to the leaders and to the general public through various communications outlets.

The National Press Secretary and Senior Writer will serve simultaneously on the press and speechwriting teams, preparing news releases, statements, op-eds, officer speeches, and more. They will also serve as the communications lead on the AFL-CIO’s broad civil rights portfolio.

The National Press Secretary and Senior Writer is supervised by the Director of Media Relations.

**DESCRIPTION OF DUTIES:**

- Write news releases, background pieces, advisories, op-eds, fact sheets and other news-related materials.
- Pitch proactive press, in addition to pitching principles, subject matter experts, and surrogates for TV, print, and radio.
- Serve as the press lead on civil rights, women’s economic agenda, reproductive rights, immigration, LGBTQ issues and more.
- Serves as the Communications liaison to the AFL-CIO Civil, Human & Women’s Rights Director, AFL-CIO constituency groups and the AFL-CIO Racial Justice Task Force.
- Leads the work with international media outlets and labor organizations to highlight the AFL-CIO’S commitment to human rights.
- Coordinates with the AFL-CIO officers, senior staff, affiliates, media, coalition partners and the public (locally and internationally).
- Provides media support for the local and national strategic campaigns as needed.
- Conducts media training with union activists and leaders.
- Works with affiliate, state federation and local labor body communicators to plan media events, coordinate consistent message delivery, and provide communications support for portfolio activities.
- Works with communicators at allied organizations on media and communications strategy around joint efforts and initiatives.
- Create talking points, messaging guides, fact sheets, and other tools and materials.
- Keeps the director fully informed on a regular basis on issues affecting your portfolio.

- Perform other duties as assigned.

**QUALIFICATIONS AND SKILLS:**

- Minimum 7 years of experience working in media relations, journalism, or executive communications, with a focus on civil, human and women's rights.
- Bachelor's degree in related field or equivalent experience with specific demonstrated experience in civil, human and women's rights issues;
- Demonstrated experience working with communities of color, women and the LGBTQ community;
- Demonstrated extensive knowledge of issues including racial justice, gender equity, voting rights, employee non-discrimination, equal pay, 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 experience working successfully in politically sensitive and high pressured environments;
- A strong understanding of the labor movement, the AFL-CIO and economic and social justice issues.
- Excellent verbal and written skills.
- Strong interpersonal skills.
- Ability to work independently, as well as part of a team.
- Demonstrated superior writing skills including experience writing op-eds, press releases, fact sheets and other media-related materials.
- Flexibility to travel as required in performance of duties.
- Ability to work long and extended hours.

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

**Starting salary: \$114,357.55**

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