



**OFFICE ADMINISTRATOR
POLITICAL AND FIELD MOBILIZATION
WASHINGTON, DC [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 office administrator serves as one of the lead administrators within the political, field and mobilization hub supporting the Governance Education and Training team in implementing programs that support state and local federated bodies and affiliated unions. You will interface with many leaders within our structure and will need to be able to manage multiple high level projects, quickly identify challenges and problems and provide solutions. As a member of the team, you will help strengthen the state, area and central bodies of the AFL-CIO and our affiliates as they build their local labor movement.

This position reports to the Director and Deputy Director of the Governance, Education and Training team.

Responsibilities

- Manage the annual reports and monthly dues system including light accounting and recordkeeping. Diplomatically communicate to international unions within the program.
- Oversee the management, development, coordination, and assessment of various databases to analyze data, run query-based reports, verification of required documentation, develop spreadsheets, and create reports for the purpose of governance state and local federated bodies.
- Maintain and update various listservs, mailing lists, contact information of state and local federated bodies.
- Support the coordination of workflow including resolution of questions and concerns, adherence to policies and procedures, and the development of communication and reporting systems;
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence; proofreading, reformatting and editing of correspondence.
- Assist the Director and Deputy Director with training AFL-CIO staff and state and local federated bodies on various systems in order to ensure governance compliance.
- Act as liaison with state and local federated Bodies, affiliates, other AFL-CIO staff and departments, including Executive Offices of the AFL-CIO.
- Understand, and be able to diplomatically communicate the function of the AFL-CIO to both the internal and external audiences.
- Collaborate with the regional administrators in the maintenance and update of the national calendar of key state federation and central labor council events including conventions, endorsement meetings, actions, forums including the development and maintenance of monthly activity reports;
- Coordinate meetings and special events/projects. Continuing upkeep, coordination and providing on-site management when applicable for upcoming events.

- Assist and execute in the development of presentations for high level convenings with quick turnaround time and adherence to strict deadlines.
- Ability to create creative visual reports through use of slides, pivot tables, pie charts and knowledge of the full Google Suite, Microsoft Excel suite, and project management tools such as Smartsheet and Asana.
- Provides support for Political and Electoral & Issues Mobilization hub projects as needed, including preparing routine reports.
- Other duties as assigned.

Qualifications

- Demonstrated ability to exercise good political judgment;
- Excellent proof-reading ability and eye for detail;
- Excellent verbal, written, analytical, and mathematical skills;
- Professional, courteous and tactful with excellent communication and interpersonal skills;
- Proficient skills with Access, the entire Microsoft Suite, the entire Google Suite, Adobe, Smartsheet, and Asana;
- Demonstrated strong writing skills related to correspondence and memos;
- Experience with or the ability to learn webinar, zoom and other virtual conference technology;
- Demonstrated ability to prioritize and manage multiple assignments and meet competing deadlines;
- Demonstrated ability to work well in a high pressure environment and meeting unpredictable deadlines;
- Ability to lead staff and to work well within a team, including many people with diverse backgrounds;
- Demonstrated knowledge (or willingness to learn) leading training in person or virtually
- Ability to work independently and with a focus on details;
- Excellent organizational skills;
- Excellent problem solving skills and experience identifying problems and finding potential solutions;
- Experience with the labor movement preferred, but not required; Dedication to worker's rights is a must.
- Ability to travel and to work extended hours if needed.

Salary: \$72,726.98

Required Tests Include:

Spreadsheet (Excel), Intermediate Excel, Database (Access), Clerical, Typing, and Judgement

Hours will be 9:00 am-5:00 pm

Apply here: <https://aflcio.exacthire.com/>

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