



AMERICA'S UNIONS

**WEB AND EMAIL ASSISTANT
COMMUNICATIONS
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 AFL-CIO seeks a strategic, organized administrative professional and strong writer with an eye for detail and a basic knowledge of email programs, CMS platforms, and data entry and project management programs like Smartsheets and Asana.

The Web and Email Assistant will be responsible for assisting with the email program, including setting up and formatting text and photo content; setting up actions and advocacy campaigns, targeting, reformatting and updating as needed on a daily basis, as well as maintaining and setting up monthly trainings for new email admins, generating reports, and assisting our affiliates and federated bodies with their own email program issues and trainings as needed. This person need not be familiar with Action Network, our current email and advocacy program, but will be expected to learn the program and become an expert in its uses and applications.

This person will also perform a variety of website-related functions, including weekly updating and sharing of map data, organizing data, and other spreadsheets, maintaining site sections including jobs pages and training pages, and posting speeches, and other content as assigned. They will also be responsible for reviewing each email that comes in through our contact us page, and answering or distributing the emails as is appropriate in each case.

The Web and Email Assistant is also the backup for our Communications department administrative lead, and will be responsible for note taking, setting up meetings, and other functions when the lead is unavailable. They will also be responsible for a variety of other duties as needed, including assisting with video production/teleprompter; photography, research, and data entry.

This person may occasionally need to travel to conferences or to other events, and will occasionally need to be available on evenings and weekends.

This position reports directly to the Senior Digital Strategy Manager.

Duties and Responsibilities

- Emails, action pages, syndications: Set up and format text and photo content; reformat and update as needed; target and send or schedule when ready.
- Daily Brief newsletter: Set up and format text and photo content; reformat and update throughout the day as needed; target and send or schedule when ready; assist with layout redesigns or updates on occasion.
- Maintain monthly trainings for new SF/CLC admins of Action Network; work with members of Action Network staff to cover trainings; attend and assist when possible
- Design/update/create email and page wrappers as needed.
- Generate reports, upload supporter lists, other email tasks as needed.
- Review and record every email that comes to us through our [“Contact Us” page](#).
- Respond individually to most; forward some to other staff when appropriate; ignore and/or block others are needed, and maintain report of answers.
- Weekly update of [Strike Map page](#).
- Maintain and update [Digital Trainings page](#) as needed.
- Add new job postings to [employment page](#) (and remove filled positions) upon request.
- Posting speeches or other materials as requested.
- Provide Action Network support for State Feds & CLCs, affiliates, HQ department staff as needed.
- Monitor digital support Zendesk emails and provide digital support as needed.
- Send weekly [“Contact a Union Organizer”](#) report to various stakeholders.
- Update [Organizing Institute](#) pages upon request, especially [training schedule](#).
- Occasionally take notes and attendance at meetings.
- Teleprompter operator for studio recordings.
- Other duties as assigned.

Qualifications

- 2 years’ experience in a similar role.
- Experience with or knowledge of the labor movement and the current political landscape.
- Ability and interest in staying current on emerging online technologies and communications and content trends that present opportunities and challenges for the AFL-CIO web and email program.
- Ability to occasionally travel or attend trainings and conferences, both in person and virtual.
- Demonstrated ability to work in close collaboration with a range of subject experts, sources and other stakeholders.
- Excellent interpersonal skills.
- Ability to occasionally work long hours and weekends
- Strong commitment to social, racial and economic justice.

Salary: \$72,726.98

Required Tests Include:

Clerical, Typing, Intermediate Excel, Access, and Proofreading

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

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

Equal Opportunity Employer