



**SPECIAL ASSISTANT FOR CAMPAIGNS
POLITICAL AND FIELD MOBILIZATION HUB
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 National Campaigns division supports the policy agenda of the AFL-CIO as strategic partners with our State Federations and Central Labor Councils as we work to execute campaigns in collaboration with the field team. Campaigns are implemented at all levels—federal, state, and local—depending on the goal(s) of the campaign. Collaborate with respective AFL-CIO departments to support national, state & local issues and electoral campaigns.

This is a temporary position not to exceed twelve (12) months.

OVERVIEW OF RESPONSIBILITIES:

The Campaigns Division is primarily responsible for:

- Advancing the implementation and objectives of the AFL-CIO's issue and electoral campaigns.
- The development and dissemination of campaign materials for electoral, legislative, and issue campaigns.
- Political, Issue, and Candidate campaign research.
- Reviewing and helping to execute campaigns in all states where federated bodies are running programs.
- Working with labor unions, allies, progressive groups, candidates, and parties to build political strength for union members.

DESCRIPTION OF DUTIES

- Work with the Campaigns team to assist with the development and production of campaign plans and materials such as campaign manuals, fliers, walk or phone scripts, and other campaign materials as required.
- Conduct in-depth campaign research and create talking points documents.
- Maintain and update online platforms that provide resources to the labor movement.
- Conduct basic voter file lookups and strategic research analysis.
- Track and report on progress of campaigns.
- Analyze staff reports and program metrics, and produce briefing documents and presentations.
- Create and develop operational plans for the implementation of campaign projects.
- Performs other duties as assigned.

QUALIFICATION AND SKILLS

- 3-5 years of experience in political campaigns or organizations with specific demonstrated experience in campaign writing, research, communications, and operations.

- BA or BS in a field with substantive writing, research, political, or analytical focus, or equivalent experience.
- Knowledge of the workings of the labor movement and its structure.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects, including demonstrated experience in developing campaign and/or personal work plans and goals.
- Demonstrated proficiency with Microsoft Word, Excel, Google Suites, and overall excellent computer skills.
- Demonstrated superior writing and messaging skills – writing sample required.
- Demonstrated ability to adjust tone and arguments for a variety of audiences.
- Ability to use a CMS (Content Management System) and work with Communications staff to update information on the website.
- Ability to assess political issues and identify relevant information for a Labor political or issue program.
- Demonstrated ability to work well within a team.
- Experience using the VAN voter file system is preferred.
- Bilingual Spanish speaking and basic writing preferred.
- Ability to work long and extended hours including weekends.

Salary: \$95,663.25

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

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