



AMERICA'S UNIONS

**DEPUTY DIRECTOR, CIVIL, HUMAN, AND WOMEN'S RIGHTS**  
**CIVIL, HUMAN AND WOMEN'S RIGHTS**  
**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 works to ensure that all workers experience fairness and equality in the workplace. It seeks to uplift the lives of workers of color, women, the LGBTQ community, and other underrepresented communities in partnership with the AFL-CIO's affiliate unions, State Federations, Central and Area Labor Councils, constituency groups, and community partners.

The Deputy Director for Civil, Human, and Women's Rights serves as a key partner to the Director in developing and implementing AFL-CIO programs and activities to secure civil and human rights for all. This position supports campaigns and programs to promote workers' rights, voting rights, racial equality, immigration rights, women's rights, LGBTQ rights, and more. The Deputy Director helps coordinate civil rights meetings and programs, including the Dr. Martin Luther King Jr. Conference, and serves as a senior liaison to affiliate unions, constituency groups, and community partners, including staffing executive committees.

**Duties and Responsibilities:**

- Serve as a strategic partner to the Director in managing the Civil, Human, and Women's Rights Department staff team and executing its priorities related to civil and human rights, racial justice, women's rights, voting rights, LGBTQ rights, and young workers.
- Supervise staff, providing guidance, performance feedback and ensuring alignment with departmental goals, timelines and organizational priorities.
- Support the Director in working with AFL-CIO executive officers to establish and maintain the Federation's internal and external presence in the civil rights arena.
- Assist in convening meetings of the federation's affiliate civil rights directors and constituency groups, and represent the federation at external tables and convenings as assigned.
- Help manage and cultivate relationships with AFL-CIO affiliates, labor constituencies, and progressive community groups to identify areas of collaboration and strengthen partnerships.
- Support the development and implementation of community labor outreach plans around civil, human, and women's rights and justice issues, ensuring clear strategies, realistic metrics, operational plans, and adherence to budgets and timelines.
- Help conceptualize and project-manage the creation of workshops, tools, reports, written materials, and other related materials for members and partners.
- Serve as lead staff coordinator for AFL-CIO Executive Committees as assigned, such as the Committee on Working Women.
- Provide project management support for the AFL-CIO's annual Dr. Martin Luther King Jr. Conference and other convenings, including coordination, logistics, programming, outreach, and

engagement.

- Serve as the primary liaison between the Civil, Human, and Women’s Rights Department and other AFL-CIO departments, including the Political & Field Mobilization, Advocacy, Communications & Digital Strategies, and Governance, Education, and Training, to ensure alignment, coordination, and effective execution of shared priorities.
- Coordinate with the Political & Field Mobilization Hub and field team to execute community outreach, civil rights, and voter rights programs through state federations, central labor bodies, labor constituency groups, and progressive community partners. Oversee day-to-day implementation and performance tracking progress toward field program goals; support the direct management of staff assigned to civil rights initiatives, and work with the Political & Field Mobilization Hub to disseminate information on civil, human, and women’s rights issues to affiliates and partners.
- Coordinate with the Advocacy Department to track relevant civil rights legislative and policy matters and develop strategies for issue-area coverage and advocacy.
- Collaborate with the Communications and Digital Strategies teams and relevant resource teams to maintain and expand the division’s narrative development, web presence, digital and media engagement.
- Coordinate with the Governance, Education, and Training team to develop and conduct workshops and trainings for AFL-CIO staff, union affiliates, and constituency groups on civil, human, and women’s rights issues.
- Facilitate meetings, conference calls, and webinars as needed.
- Other duties as assigned.

## **Qualifications**

- Bachelor’s degree in labor relations, political science, ethnic studies, or a related field, or equivalent experience with specific demonstrated experience with civil, human, and women’s rights campaigns.
- Minimum of 3 years of experience managing staff, and excellent communication and interpersonal skills.
- Minimum of 3 years of experience in issue campaign and program work, with specific demonstrated experience in civil, human, or women’s rights campaigns.
- Previous labor movement experience is preferred, but the candidate must possess a working knowledge of the labor and social justice movements.
- Existing or developing relationships with civil, human, and women’s rights organizations.
- Demonstrated ability to work collaboratively and build consensus among diverse stakeholders.
- Experience working with various constituent communities, including but not limited to communities of color, women, and the LGBTQ community.
- Knowledge of policy issues, including voting rights, employee non-discrimination, pay equity, working families, and other issues relevant to current civil, human, and women’s rights movements.
- Strong writing, researching, and messaging skills – writing sample required.
- Demonstrated experience in project management, or managing and prioritizing multiple tasks, creating written work plans, implementing accountability and progress measurement systems.
- Experience working with project management tools, such as Asana, preferred.
- Commitment to the principles and goals of unionism and social justice.
- 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.
- Effective organizational and time management skills and the ability to handle multiple high-priority projects simultaneously.
- Computer proficiency required for Google Suite, Google Drive, PowerPoint, web conferencing, email, and internet applications.
- Ability to travel and work long hours or weekends as needed.

**Salary: \$148,087.56**

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