



**SENIOR OFFICE ADMINISTRATOR  
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.

This position reports to the Assistant Political Director.

**Duties and Responsibilities:**

- Provide all administrative support, including travel and expenses, for the Assistant Political Director.
- Develop, data enter, and maintain databases and tracking spreadsheets tracking political endorsements, affiliate political events, contact lists, and other information as needed.
- Administrative support for political meetings, including:
  - Reserve rooms and order catering
  - Create calendar invites for meetings
  - Create Zoom and manage Zoom for meetings
- Data entry and tracking of administrative and operational information in support of the Federation’s political program, including:
  - Track and enter electoral release staff in Poliops and keep all documents within operational systems.
  - Enter, track and reconcile all COPE PCC contributions including, staff, retirees, federated bodies and affiliates.
  - Create NGP ID’S for candidates for fliers and committees.
- Enter invoices and contracts for the department.
- Manage administration with Accounting for the National Unity Table.
- Assist the compliance team with record keeping, data entry, and processing of invoices, contracts, and FEC and state reporting requirements, including:
  - Record all COPE Treasury funding/contributions in NGP and work with the Compliance team on monthly reports for FEC filings and check data against the general ledger from accounting.

- Process all compliance related invoices for payment in Quickbase and enter committed expenses relating to compliance.
- Research of candidates, committees and other races on the web and through the FEC Website.
- Knowledge, tracking and research of Primary and General dates for all states and candidates.
- Independently prepare responses to inquiries and other correspondence, pro-actively gather information for decision-making and advance programmatic work through follow-up and outreach.
- Assist with meetings, hotels rooms, registration, reimbursement, travel, materials, shipping, etc. as needed for onsite and off-site meetings/events.
- Act as liaison with other department staff, AFL-CIO staff and affiliates, including Executive Offices of the AFL-CIO.
- Understand, and be able to communicate, the function of the AFL-CIO to both the internal and external audiences.
- Provide support for the Political and Field Mobilization hub as needed.
- Perform other duties as assigned as needed.

**Qualifications:**

- Demonstrated ability to exercise good political judgment;
- Excellent verbal, written and analytical skills;
- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated proficiency of Windows XP, Microsoft Word, Microsoft Excel, Power Point, Microsoft Access and Google Suite;
- Excellent proof-reading ability;
- Demonstrated experience coordinating multiple schedules;
- Experience with or the ability to learn webinar databases, ASANA project management software, Quickbase, NGP VAN, and any other systems required to do the work.
- Demonstrated ability to prioritize and manage multiple assignments and meet competing deadlines;
- Ability to lead staff and to work well within a team;
- Experience with utilizing and navigating the internet for information finding;
- Demonstrated ability to work well independently and to make independent decisions;
- Demonstrated work performance as a self-starter and detail oriented;
- Excellent organizational skills;
- Demonstrated ability to work well in a high pressure environment and meeting unpredictable deadlines;
- Excellent problem solving skills and experience identifying problems and finding potential solutions;
- Experience with the labor movement preferred, but not required.

- Ability to work extended hours.
- Ability to occasionally travel.

**Salary:** \$77,530.59

**Required Tests Include:**

**Spreadsheet (Excel), Intermediate Excel, Database (Access), Clerical, Typing and Judgment**

**Hours: 9:00 AM – 5:00 PM**

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

*Equal Opportunity Employer*