



**SENIOR OFFICE ADMINISTRATOR
ADVOCACY
WASHINGTON, D.C. (HQ)**

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 Director and senior managers of the Advocacy Department.

Responsibilities

- Provide all administrative support for the Director and senior managers, as needed.
- Provide all administrative support to the global, safety and health and other Advocacy teams, including arranging global travel, scheduling calls and video conferences across multiple time zones and coordinating events with domestic and international partners.
- Assist with the development of annual reports, including data entry, formatting and working with a copy editor to finalize tables and charts.
- Develop, coordinate, oversee, and assess systems and operations, including but not limited to record-keeping, internal and external communications, meetings, reporting, travel and expenses, and other areas as assigned.
- Support the coordination of workflow, including resolution of questions and concerns, adherence to policies and procedures, and the development of communication and reporting systems;
- Schedule and coordinate all activities, travel, and speaking engagements for the Director and senior managers, as needed.
- Maintain calendar and schedule for Director and senior managers as assigned.
- Coordinate meetings and special events/projects.
- Manage contacts, coordinate email distribution lists, and coordinate, organize, and proactively maintain webinar and regularly scheduled meeting calendars for the state and local team.
- Assist in creating final reports on state and local advocacy resources such as the annual legislative survey and annual pre-filing of legislative bills, continuing upkeep, coordination, and on-site management when applicable for upcoming events.
- Act as liaison with other department staff, AFL-CIO staff, and affiliates, including Executive Offices of the AFL-CIO.
- Exercise political judgment with both internal and external contacts.
- Process expense statements and travel authorizations consistent with internal policy, and in a timely manner.
- Screen, manage, and prioritize visitors, calls, and mail.
- Maintain and organize all project & program files.
- Conduct meeting/conference planning, scheduling, and execution including creation of presentation materials for legislative directors and other affiliate meetings.
- Utilize the Internet as a basic research tool for information gathering.

- Independently prepare responses to inquiries and other correspondence, proactively gather information for decision-making, and advance programmatic work through follow-up and outreach.
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence; proofread, reformat, and edit correspondence.
- Understand, and be able to communicate, the function of the AFL-CIO to both the internal and external audiences.
- Independently respond to correspondence and prepare reports/memos and spreadsheets.
- Compose, format, and edit routine correspondence, memoranda, reports, and other materials.
- Other duties as assigned.

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 in the Google Productivity Suite, including Docs, Sheets, Slides, and Google Meets;
- Advanced ability to create creative visual reports through the use of pivot tables and pie charts, and knowledge of the full Microsoft Excel suite;
- Excellent proof-reading ability;
- Demonstrated strong writing skills related to correspondence;
- Demonstrated experience coordinating multiple schedules;
- Experience with or the ability to learn webinar software and Asana for project management.
- Demonstrated ability to prioritize and manage multiple assignments and meet competing deadlines;
- Ability to lead staff and to work well within a team;
- Ability/willingness to work with many people and juggle many projects;
- 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 meet unpredictable deadlines;
- Excellent problem-solving skills and experience identifying problems and finding potential solutions;
- Experience with the labor movement is preferred but not required; and
- Ability to work long and extended hours when needed.

Salary: \$72,726.98

Required Assessments Include: Clerical, Typing, Intermediate Excel, Access and Judgement

Apply here: <http://aflcio.hirecentric.com/jobs/>

Equal Opportunity Employer