



Notice of Position

July 2024

Job Title:	Assistant Director	Unit:	AFTSU
Job Number:	AOF-36-58-0524-V	Supervisor:	Director, AFT Higher Education
Department:	AFT Higher Education	Salary:	\$120,625

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities of workers.

Special Note The purpose of this position is to work collaboratively with other AFT staff, departments, affiliates and external organizations to assist the department in facilitating its work on behalf of AFT's higher education members and state and local affiliates, including providing support for the AFT's national higher education campaign.

Position Summary Under the direction of the higher education department director, the assistant director's duties will include working with affiliates, partner organizations, and other people and entities in designing and moving programming that contributes to and advances the higher education division's work. This includes coordinating programs related to the AFT higher education campaign, supporting and coordinating educational programs, conferences and meetings; tracking industry and policy developments in higher ed; supporting our affiliates, and representing the division at meetings and conferences.

Position Responsibilities:

- Develop educational resources to support the national higher ed. campaign and to advance the AFT's overall agenda and the department's goals and initiatives.
- Work directly with AFT's local and state affiliates and organizational partners on initiatives and campaigns to help build local capacity and promote AFT priorities.
- Assist in developing program for the convention, the annual professional issues conference and other meetings and trainings, as assigned.
- Develop division programs and resources to support AFT's affiliates and members.
- Support the division at various national meetings and conferences.
- Other duties as assigned by the department director.

Primary Knowledge, Skills and Abilities:

- 5+ years experience working with a union or nonprofit.
- Knowledge of higher education workplace, standards and policies.
- Excellent research and writing skills.
- Ability to implement issue campaign in the field and in support of our affiliates.
- Strong oral communications and interpersonal skills
- Experience with digital media and organizing tools preferred.
- Experience implementing internal or external union organizing campaigns preferred.

Application requirements: Applicants should submit a cover letter and resume to the director of human resources or via https://www.appone.com/MainInfoReq.asp?R_ID=6338865

Internal Posting Period: Internal posting period expires June 25, 2024. External applicants may be considered as of June 26, 2024.

Cc: la'Rufus Reid, AFTSU President

AFT is an Equal Opportunity Employer

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.