



Notice of Open Position

August 2024

Job Title: Senior Associate
Posting Number: AOF-62-10-0724-V
Department: Political

Unit: AFTSU
Supervisor: Director, Political Department
Annual Salary: \$100,455.00

The AFT 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.

Position Summary: The senior associate will have the primary responsibility of assisting the AFT Political Director with the operation of AFT's federal PAC and related activity, direct interaction with candidates and political organizations. The position will further provide a supportive role in the operation of AFT political programs, including electoral mobilization at the federal, state and local level. Successful candidates will work closely with AFT state and local affiliates.

Primary Responsibilities:

- Assist the department director in tracking electoral landscape and liaising with political organizations, political candidates and their campaigns.
- Assist the department director in the development of the political contribution budget and facilitating and tracking AFT political contributions, including candidate fundraiser events.
- Assist in the screening and evaluation of congressional candidates.
- Represent AFT at meetings, including political receptions and dinners.
- Coordinate cross department candidate research and assist in the drafting of the AFT candidate questionnaire.
- Work directly with AFT and AFL-CIO affiliates to monitor and track political endorsements.
- Assist in the trainings and implementation of AFT's political fundraising programs.
- Assist in the development of political briefings for officers and political presentations.
- Other duties as assigned.

Primary Knowledge, Skills and Abilities:

- Minimum of 4-5 years of political experience preferred.
- Professional experience working with federal candidates, political parties, or coalitions required.
- Familiarity with campaign fundraising and/or campaign finance a plus.
- Experience working in, or with, Labor unions a plus.
- Must be well-organized and able to work independently under deadlines.
- Excellent written and verbal communication skills, including experience conducting presentations.

Work Environment: AFT is a place-based organization. This position is located at our headquarters office based in Washington D.C. and requires frequent travel.

How to Apply:

Applicants should submit a cover letter and resume via the following link:

https://www.appone.com/MainInfoReq.asp?R_ID=6393074

Internal Posting Period: Internal posting period expires August 10, 2024. External applicants may be considered as of August 11, 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.