



Education | Healthcare | Public Services

NOTICE OF OPEN POSITION

April 1, 2025

Job Title:	Summer Intern	Supervisor:	Director, Administration & Infrastructure
Department:	Administration & Infrastructure	Salary:	\$18/hour

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.

Position Summary: The mailroom intern will assist the mailroom and print shop staff in supporting the busy summer conference season, i.e. AFT Summer Super Week.

Job Responsibilities

- Receive and sort incoming mail and packages.
- Distribute packages, paper, supplies, etc. as needed.
- Compile meeting and conference materials and supplies for various delivery trucks.

Primary Knowledge, Skills and Abilities:

- Ability to lift a minimum of 50 lbs.
- Ability to communicate, both verbally and in writing, across departments exchanging information related to requests.
- Familiarity with Prisma and UPS software.

Application requirements: Applicants should submit a cover letter and resume to human resources via the following link: <https://secure7.saashr.com/ta/6203756.careers?ShowJob=520603911>

Additional Notes: The AFT believes that a culturally diverse workforce advances our mission, and we strongly encourage applications from under-represented communities of workers.

The AFT is a place-based employer. Summer interns are expected to report to the AFT headquarters office.

AFT is an equal opportunity employer.