



Education | Healthcare | Public Services

NOTICE OF OPEN POSITION

April 1, 2025

Job Title:	Summer Intern	Supervisor:	Director, International Affairs
Department:	AFT International Affairs	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: AFT summer interns in the International Affairs department receive hands-on experience with a wide-range of activities we are engaged in, including planning study missions, international workshops and conferences for AFT officers and state and local leaders; mobilizing international social media campaigns in defense of democracy and labor rights; and maintaining communications with AFT's international network of teacher union partners primarily engaging Education International and Public Services International.

Job Responsibilities

- Schedule in-person and virtual international conferences and meetings for AFT officers and leaders.
- Prepare comprehensive briefing documents on all international engagements in the U.S. and abroad.
- Arrange international travel and all logistical details of international trips.
- Draft talking points and social media communications on AFT's international priorities and engagements.
- Create websites that are the reference points for all international social media campaigns, such as "Free Fatima."
- Monitor EI and PSI websites for global actions.
- Provide backup support to the department's administrative assistant in reconciling travel expenses, scheduling meetings for department members and organizing programs for visitors to AFT headquarters.

Primary Knowledge, Skills and Abilities:

- Proficient in Microsoft Suite (Outlook, One Drive, Word, Excel, PowerPoint, etc.)
- Proficient in web design and social media platforms (X, Bluesky, Instagram, etc.)
- Proficiency in more than one language preferred.

Application requirements: Successful candidates should be enrolled in an undergraduate international studies program (post-graduate preferred) at an accredited college or university.

Applicants should submit a cover letter and resume to human resources via the following link:
<https://secure7.saashr.com/ta/6203756.careers?ShowJob=520605070>

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.