

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F Street, N.W., Washington, D.C. 20001-1583

MEMORANDUM: Human Resource/Vacancy #52

DATE: December 16, 2021

TO: AFGE Human Resources Department

FROM: Everett B. Kelley *Everett B. Kelley CB/DC*
National Secretary-Treasurer

SUBJECT: Vacancy Announcement – Program Coordinator, G 9/10, Women’s and Fair Practices Department

A vacancy exists for the position of Program Coordinator in the Women’s and Fair Practices Department, effective immediately.

Selection to fill the vacancy will be made according to the AFGE/OPEIU #2 Contract and the National Executive Council's policy on hiring.

Official Station: National Office

All interested applicants **must submit resume to:** jobs@afge.org. Attention: Vacancy Announcement #52 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Monday, January 3, 2022.

cc: National Executive Council
Chief Steward, OPEIU #2
Director, Finance

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
THE AFGE CAREER WEBSITE)
POSITION DESCRIPTION

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**American Federation of Government Employees
National Vice President for Women and Fair Practices
Women's and Fair Practices Departments
Washington, D.C.**

CLASSIFICATION: Program Coordinator

I. INTRODUCTION

The Women's and Fair Practices Departments, under the leadership of the National Vice President for Women and Fair Practices, provides services on issues of concern to today's working families to the National President, the National Executive Council, Council Presidents, Local Presidents, AFGE members and others, with particular association to the Human Rights Committee, composed of the Fair Practices Affirmative Action Coordinators (FPAAC's) and National Women's Advisory Coordinator's (NWAC's). The Women's and Fair Practices Departments function is to promote and secure equal employment opportunity, civil, human and workers' rights in the DC and federal government.

II. POSITION SUMMARY

Incumbent of this position serves as an assistant to the Program Manager and Program Specialist and as such assists in the day to day operation of the Women's Department and any program projects. Incumbent will also assist the Program Manager and Program Specialist with meeting logistics including the management of registrants and shipment of materials. This position is in the Local 2 bargaining unit.

III. DUTIES AND RESPONSIBILITIES

- 1) Maintains database of all Local Coordinators. Responsible for the collection and storing of all coordinator data forms, mailing of Coordinator packages and other communication developed for Local Coordinators.
- 2) Responsible for ordering, storing and maintaining Program material, such as WFP Handbooks, Brochures, t-shirts, trinkets and conference equipment.
- 3) Coordinate WFP's online advocacy to include copy production for email messages, regular substantive updates for web pages, email set up and delivery, production of monthly Coordinator e-newsletter, and assist in the production of all other informational handouts/communication.
- 4) Assist the Program Manager and Program Specialist in developing and expanding major program campaigns and initiatives such as Voter Protection, AFGE Pride and AFGE YOUNG.

- 5) Assist the Program Manager and Program Specialist with meeting logistics for major meetings and conferences such as the Legislative Conference, YOUNG Training Summit, Human Rights Training Conference, AFGE Pride Summit and Human Rights Committee Meetings. Responsible for handling online conference registration, conference reimbursements and fees.

IV. OTHER DUTIES

- 1) Assists in the receiving and referring of Program specific telephone calls and visitors to the proper person in consideration of the call, availability of staff, and other work assignments. Independently responds to requests for routine, readily available documents and information. Takes and relays messages, and transfers misrouted calls.
- 2) Takes the lead in completing Program mailings for various events such as the Human Rights Training and/or Program and Local Coordinator mailings.
- 3) Completes a variety of other program duties as assigned, working closely with the Program Manager and the Program Specialist to ensure smoothness of workflow in the department.

V. WORK ENVIRONMENT

This job operates in a professional environment working to establish Federation and Departmental goals. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners and phones. Long hours are periodically required. Travel is required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

VI. CONTROLS OVER WORK

The incumbent works under the supervision of the Program Manager and the National Vice President for Women and Fair Practices. Individual assignments and special instructions are received from the Program Manager and/or Program Specialist. Completed work is reviewed for acceptability and conformance to instructions and the smoothness of work flow within the departments.

VII. QUALIFICATION

Must be able to demonstrate the ability to communicate orally and in writing; proficiency in Microsoft Office applications and other databases is required. This position requires lifting and moving of boxes in excess of 25 lbs., travel and extended temporary duty.

Applicants must have a Bachelor's degree, in addition to one (1) year of specialized experience. The specialized experience must include:

1. Proficiency in use of database programs.

2. Proficiency in software used for online advocacy, word processing, presentation software, broadcast email systems (such as Salsa), excel, social media and online research.
3. Experience composing written materials for mass distribution.
4. Experience with logistical planning of trainings, meetings and conferences.
5. Demonstrated ability to work with like-minded organizations in a concerted effort to advance the goals of the department.
6. Excellent interpersonal and communication skills, with the ability to communicate effectively both orally and in writing.
7. Ability to pack and unpack shipments that will require lifting and moving boxes in excess of 25 lbs.
8. Must have an interest in civil, human, women and worker's rights and a loyalty to the American labor movement.

OR

In lieu of education, applicants must have three (3) years of specialized experience.

The specialized experience must include:

1. Proficiency in use of database programs.
2. Proficiency in software used for online advocacy, word processing, presentation software, broadcast email systems (such as Salsa), excel, social media and online research.
3. Experience composing written materials for mass distribution.
4. Experience with logistical planning of trainings, meetings and conferences.
5. Demonstrated ability to work with like-minded organizations in a concerted effort to advance the goals of the department.
6. Excellent interpersonal and communication skills, with the ability to communicate effectively both orally and in writing.
7. Ability to pack and unpack shipments that will require lifting and moving boxes in excess of 25 lbs.
8. Must have an interest in civil, human, women and worker's rights and a loyalty to the American labor movement.

STATEMENT OF DIFFERENCES
(G-9/10 Levels)

G9

Candidate meets the minimum requirements. The incumbent does not function as independently at this level. Special, new and novel assignments are more carefully explained and reviewed.

G10

Candidate meets the minimum requirements. The GS-10 demonstrates the ability to perform at a higher level of independence with increased activity, complexity and greater expertise.

VIII. EEO STATEMENT

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.