

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

MEMORANDUM: Human Resources/Vacancy #13

DATE: February 1, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley 
National President

SUBJECT: Vacancy Announcement – Director of Education, Field Services & Education Department, ELS

A vacancy now exists for the position of Director of Education, Field Services & Education Department, ELS, NBU, effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

Official station: National Office

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resumes to: jobs@afge.org. Attention: Vacancy Announcement #13 to Human Resources. Expressions of interest from **(internal candidates)** must be received by the close of business on February 9, 2024.

cc: National Executive Council
Finance Department

FOR BULLETIN BOARD POSTING
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(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
THE AFGE CAREER WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department: Field Services & Education

Location: National Office

FLSA Classification: Exempt

Position Title: Director of Education

CLASSIFICATION: Director of Education

I. INTRODUCTION

The Director of the Education oversees design, development, and implementation/oversight of AFGE's Education staff and training programs, including curriculum, classes, materials, events, and related software applications/systems. The Director works collaboratively to support the training needs of AFGE's National Office and other affiliates within AFGE as assigned.

II. MAJOR DUTIES AND RESPONSIBILITIES

Plans, organizes, and leads the work, programs, and priorities of the Education program. Supervise training programs, staffing, scheduling, and timetables for in-person/online classes and training events.

The incumbent is an expert in adult education and educational development. The Director provides information and recommendations to the National President and/or their designee on high-level strategic planning and focused workplans for the Education program. Obtains higher level approval when a major change in operating procedures or policy is needed - but is otherwise expected to exercise independent judgment.

Tracks and analyzes key data to evaluate the effectiveness of AFGE training programs. Develops goals, objectives, operating guidelines, and deadlines for regular and special work assignments. Helps plan, develop and recommend special studies and projects at the request of the National President or their designee to meet the educational needs of the Federation.

Exercises team leadership responsibilities, including counseling, scheduling leave, developing position descriptions, and approving expenses. Studies the quality and quantity of work and operating effectiveness of the Education program and works with other professional staff to continuously improve operations. The incumbent is expected to utilize and develop methods for maximum communication and development of ideas with the program staff.

III. CONTROLS OVER WORK

Works under the direction of the National President, who prescribes policy, direction, program objectives, and goals.

III. 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/smartphones. Travel is occasionally required and position may require long periods of travel. Long hours are periodically required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

IV. QUALIFICATIONS

1. Applicants must have completed an advanced degree in education or instructional design, plus five years specialized experience, including teaching experience.
2. A high level of knowledge, skills and abilities in the area of adult education.
3. Demonstrated experience leading/managing diverse teams in virtual and face to face environments.
4. Demonstrated knowledge and experience in developing, designing, instructing, supporting, and coordinating online educational content. Strong familiarity with online educational software, virtual learning platforms, and best practices in online facilitation.
5. Strong knowledge and experience in designing, planning, and executing in-person trainings of various sizes.
6. Strong knowledge and demonstrated experience operating learning management systems and similar software to track organizational educational attainment.
7. Must be an effective team-oriented person who can work cooperatively in a diverse, multi-layered organization.
8. Demonstrated ability to get results in terms of development and delivery of high-quality programs and materials.
9. Must have an interest in and loyalty to the labor union movement.
10. Must be legally employable in the U.S.

VI. 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. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.