

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources/Vacancy #8

DATE: March 6, 2024

TO: All Employees
National Headquarters and District Offices

FROM: Everett B. Kelley *Everett B. Kelley CB/DC*
National President

SUBJECT: Vacancy Announcement #8 – Supervisory Affiliate/Community Liaison,
G-13 (NBU), Legislative, Political & Mobilization Department

A vacancy now exists for the position of Supervisory Affiliate/Community Liaison, in the Legislative, Political & Mobilization Department, 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 resume to:** jobs@afge.org, Attention: Vacancy Announcement #8 to Human Resources. Expressions of interest from **(internal candidates)** must be received by the close of business on March 14, 2024.

cc: National Executive Council

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THE AFGE CAREER WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Legislative, Political & Mobilization Department
Location:	National Office
FLSA Classification:	Exempt
Position Title:	Supervisory Affiliate/Community Liaison (G-13, NBU)

I. INTRODUCTION

The Supervisory Affiliate/Community Liaison will oversee the building and maintaining of mutually beneficial relationships, facilitation of communications, and coordination of activities among AFGEs councils, steering committees, ad hoc committees, and like-minded outside organizations to ensure AFGE's goals and objectives are met. This position will serve as a key link between these groups, national union leadership, outside organization leadership, and the members we serve by improving the networking and resource-alignment vital to successful program implementation. The Supervisory Affiliate/Community Liaison will collect and analyze data and feedback to identify opportunities that improve these processes. The incumbent will also assist with proactively solving conflicts and addressing issues as they arise, and at times may work directly with other AFGE departments, districts, and individuals to achieve set goals. The liaison must maintain the highest level of confidentiality, privacy, and discretion. This position reports to the National President under the supervision of the Director of Legislation and Politics. This is a supervisory position and the incumbent is expected to manage one or more staff members.

II. MAJOR DUTIES AND RESPONSIBILITIES

At the direction of the National President and under the supervision of the Director of Legislation and Politics, the incumbent will perform the following duties:

A. Supervise/Perform Community Relations with other Labor Unions and Other Like-Minded Outside Organizations

- Broaden and deepen connections between AFGE leadership and internal programs with fellow labor unions.
- Establish connections with outside organizations – including veterans, cultural, religious, civic, environmental, and other advocacy organizations – to build greater issue alignment and support for AFGE priorities.
- In coordination with AFGE leadership and the Affiliate Liaison, develop/execute a detailed, ongoing plan to map priority unions and outside organizations, identify issues for potential cooperation, and lay out strategies to optimize engagement.

B. Supervise/Perform Facilitation and Support Work of AFGE Standing and Ad Hoc Committees

- Supervise coordinate and support activities of various AFGE standing and ad hoc committees, such as AFGE Retirees, AFGE Law Enforcement Steering Committee, AFGE Nurses Steering Committee, Firefighters Steering Committee, and Veterans Committee, among others.
- Builds and maintains positive and beneficial relationships, facilitates communications and coordinates activities throughout AFGE.
- Connect AFGE committees with national support and resources including legislative/political/mobilization, organizing, communications, legal, printing/shipping, and other support.
- Advise National President and NEC on groups activities and requested support for the various committees' initiatives.
- Increase participation in the various committees and engagement with the members they serve.

C. Supervise/Perform Coordination with National Programs/Resources with AFGE Councils/Conferences

- Ensure seamless communication and responsiveness for AFGE's various Councils and Conferences.
- Along with Affiliate Liaison, acts as a point of contact and resource for inquiries associated with AFGE's Councils and Conferences
- Support and coordinate activities with various AFGE Councils and Conferences
- Connect AFGE committees with national support and resources including bargaining, legislative/political/mobilization, organizing, communications, legal, printing/shipping, and other support.
- Advise National President and NEC on Council/Conference activities and requested support for their various initiatives.
- Leverage research to develop, maintain and distribute value-added resources for Councils and Conferences.
- Collect and communicate trends uncovered from meetings, feedback, surveys, focus groups and other information gathering.
- Provide regular reports on activities and develop recommendations on how to continuously improve.

I. WORK ENVIRONMENT

This job operates in a professional environment working to establish AFGE's organizational and departmental goals. The incumbent will routinely use standard office equipment such as computers, scanners, and phones and other relevant technological solutions. The employee will periodically be required to do some lifting and/or move items over 10 pounds. Ability to travel is required for this position.

II. CONTROLS OVER THE POSITION

The Supervisory Affiliate/Community Liaison reports to the National President under the supervision of the Director of Legislation and Politics.

III. QUALIFICATIONS

- Bachelor's degree or the equivalent combination of education and experience is required.

- At least 10 years of affiliate relations experience in a union environment.
- In-depth knowledge of the labor movement or similar coalition-oriented organizations.
- Strong oral and written communication skills
- Strong writing to include the development of written reports.
- Must possess good interpersonal communication skills and demonstrate the ability to collaborate, partner and consult with others.
- Must possess the ability to use sound judgement and make good decisions.
- Familiarity with contract member organizing/recruitment, bargaining, communications, legislative/political mobilization, and legal services in a union context.
- Familiarity with the U.S. National and State-level political and legislative processes.

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.