

JOB POSTING: WSLC Workforce and Legislative Department Administrative Assistant

Washington State Labor Council

The Washington State Labor Council (WSLC), AFL-CIO, is the largest labor federation and considered to be the voice of labor in the State of Washington. We represent over 600 local unions and over 450,000 union workers, serving as the political, legislative and policy, communications and solidarity arm of the labor movement.

The position will support two of the WSLC's departments:

1. Workforce Development Department

Our Workforce Development Department is dedicated to advocating for Washington's working families from initial entry into the workforce, to career transition, and when facing job loss. We seek to ensure universal access to portable skills and a voice in career development, promoting continuity for those navigating the workforce system, and assisting Washington's workforce system to effectively serve both workers and businesses.

2. Legislative Department

Our Legislative team deeply engages in Legislative processes in support of the labor movement's shared priorities, and to further affiliates' individual bills. The Government Affairs and Legislative Directors cultivate legislative relationships through bill development, including, drafting, testimony, amendments, and vote counts, before and during annual legislative sessions. Further, this teams helps to coordinate the activities of approximately 40 in-house and contract lobbyists, representing workers across the labor movement. Key approaches to strengthening this program include cross-movement coalition building, legal research, inter-and-intra state union coordination, and by creating workspaces for unions and other advocates to engage. Priority policy areas include health systems, workers' compensation, workplace health and safety, job creation in construction and manufacturing, unemployment insurance, tax and revenue, climate, transportation, childcare, K-12 and higher education, apprenticeship and workforce development, and more.

Position Overview

The Workforce and Legislative Department Administrative Assistance serves on a team with four Workforce Directors in the WSLC's Olympia office AND on a team with two Legislative Directors in the WSLC's Seattle office. The Workforce Development team serves as liaisons between labor organizations and the public workforce system, which includes multiple state agencies, education institutions, and community partners. A large portion of this work is in partnership with another member of the Workforce Department and/or the Legislative Department engaging with the labor union affiliates and Washington State legislative staff throughout the State of Washington. The Workforce Department and Legislative Administrative Assistant will report to the Secretary-Treasurer of the WSLC and work as a

collaborative member of both the Workforce Development and Legislative teams. This position is represented by Office and Professional Employees Local 8.

Position requirements:

- Provide welcoming, courteous and respectful customer service
- Willingness and ability to problem solve
- Support the daily functions of the Workforce Development and Legislative Departments
- Scheduling multiple complex appointments with high-level staff, other government executives, labor union affiliates, key partners and stakeholders
- Edit and prepare correspondence for final signature
- Manage due dates for all assignments
- Coordinate grant deliverable/financial documents
- Work collaboratively with the Executive Assistant to the President to support the operations of the WSLC
- Provide operations support for WSLC events
- Prepares meeting materials using WSLC approved guidelines and templates. Types meeting notes.
- Greet and confer with affiliates in person, over the phone, or in writing to identify needs, provide information, or direct customers to resources. Researches simple requests and directs callers to appropriate department staff.

Required Qualifications:

- Minimum of two years' experience providing high-level support for an executive office
- Proficient with Microsoft Office suite (including Excel & Outlook) and Google Docs/Drive
- Ability to work collaboratively & professionally with staff, leadership & external customers
- Ability to work independently
- Positive attitude and strong team player, demonstrated ability to work in both a lead and support role
- Excellent communication skills – listening, interpersonal, written and verbal
- Strong problem solving skills
- Ability to manage competing priorities and an ever-changing to-do list

Desired Qualifications:

- Experience in (or exposure to) political, issue-based, or union organizing Working knowledge of the state Workforce System which may include Unemployment Insurance, WorkSource, Community and Technical Colleges, K-12, Apprenticeship
- A great sense of humor

Compensation and Benefits

- This position has a 35-hour work week

- Salary range is \$55-\$65K/year, DOQ and in accordance with the Master Trade Section Agreement of the Office and Professional Employees International Union, No. 8, AFL-CIO.
- Occasional overtime – including late nights, weekends, and holidays – is required based on organizational needs.
- We offer an excellent benefits package including medical and pension plans under the OPEIU8 staff union agreement.
- Black and Indigenous people, people of color, immigrants, women, LGBTQ+ folks and people with multilingual skills are strongly encouraged to apply. WSLC is an equal opportunity employer.

How to Apply:

Please submit the following information by **January 5, 2022**:

- A letter of interest, no more than one page, addressing your experience regarding the specific knowledge, skills, and abilities listed above.
- A current resume detailing your previous experience as it relates to this position, no more than two pages.
- A minimum of three professional references, including one supervisor, with current telephone numbers and/or email contact information.

We would prefer to receive all application packages via e-mail with attachments in either a Microsoft Word document or .pdf format.

Please email completed packets to: wkamakahi@wslc.org Attention to: April Sims, Secretary-Treasurer, Washington State Labor Council, AFL-CIO. Interviews will be scheduled the week of January 10th at the WSLC Olympia office (906 Columbia Street SW, Suite 330, Olympia, WA 98501).