

JOB TITLE: LAN Assistant

DEPARTMENT: Data Analytics and Infrastructure Resource

JOB GRADE: V

REPORTS TO: Deputy Director

LOCATION: Washington, DC [Headquarters]

OVERVIEW OF RESPONSIBILITIES:

The Data, Analytics & Infrastructure Resource Department's goal is to generate lasting power for the labor movement, by building the Federation's programmatic tools, web development, data systems, and analytics capacity. This team serves a broad range of clients across the labor movement - from other AFL-CIO departments, to AFL-CIO affiliates, and state and local labor bodies. Through investment in central infrastructure, training, and direct service work, the department aims to empower its partners to run stronger and more cost effective political and legislative mobilization, digital, and organizing campaigns.

The Labor Action Network (LAN) Assistant will work on our secure web based tool assisting our field staff assigned to Labor 2018 our national affiliates, and other approved users with creating counts, running product, uploading results from field activities, and creating output reports.

This is a temporary fund position not to exceed December 31, 2018.

DESCRIPTION OF DUTIES:

- Assist in coordinating the day-to-day operation of the Labor Action Network. The LAN assistant's work will conform with the AFL-CIO Executive Council policy on membership list security.
- Create templates on the LAN reports system for walks, membership phone contacts and mailings.
- Produce ad hoc reports on the use of the LAN.
- Work with Voter Activation Network, State Election officials, and other outside sources on obtaining key election data (polling locations, early vote and vote by mail results) during the campaign and making sure it is applied and used on the LAN System.
- Assist with output requests, approvals and exports on the LAN system.
- Assist in uploading scripts, results and early vote data.
- Assist in AFL-CIO LAN training program.
- Assist in account creation on the LAN System.

- Clean and standardize a variety of data files, using basic scripting and tools like Microsoft Excel.
- Help to maintain the approved users database and assist in monitoring usage of the LAN, to make sure all user activities conform to the AFL-CIO Executive Policy on membership list security.
- Other duties as assigned.

QUALIFICATIONS:

- Experience using LAN or VAN preferred.
- Demonstrated experience with Excel databases and data clean up.
- Passion for electoral politics and issue campaigns.
- Knowledge of the labor movement preferred.
- Ability to work independently.
- Strong attention to detail a must.
- Demonstrated experience working successfully in politically sensitive and high-pressure environments.
- Excellent listening, interpersonal, communication and problem solving skills.
- Demonstrated ability to work effectively on a team in a support role.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.
- Ability to work long and extended hours when needed.