



## California Labor Federation, AFL-CIO – Job Announcement

### EXECUTIVE ASSISTANT

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The California Labor Federation represents over 1,200 affiliate unions in California that collectively represent 2.1 million union members in retail, hospitality, and other service sector jobs, janitorial, construction, manufacturing, health care, local and state government, education, arts and entertainment, and other industries. The **Executive Assistant** provides administrative support and reports to the Executive Secretary-Treasurer (EST) and Chief of Staff (COS). This position requires confidentiality, exceptional organizational skills, and commitment to the goals of the California Labor Federation.

#### DUTIES & RESPONSIBILITIES

- Maintain the EST's daily calendar, monitor and respond to incoming meeting requests
- Coordinate travel, meetings, and scheduling for the Executive Team
- Track and complete regular expense reports for the Executive Team
- Provide support to special projects and events, including assisting with coordination of affiliates and central labor councils
- Monitor the Federation's admin accounts, and respond to incoming inquiries and requests
- Help monitor and respond to the Federation's incoming phone calls and voicemails
- Maintain consistent communication with staff in the headquarters office and the Federation's other regional offices
- Support the headquarters office with filing and clerical work, and assist with administrative support for the Federation's other regional offices as needed
- Take minutes at specified meetings hosted by the Federation
- Draft and edit correspondence, and distribute mass electronic and print mailings
- Provide staffing support to the EST at events and meetings throughout the state

#### REQUIRED KNOWLEDGE AND EXPERIENCE

- Significant experience conducting high-level administrative support for executive officers
- Prior experience in or knowledge of the labor movement strongly preferred
- Ability to work efficiently and excel in high-pressure work environments while maintaining thoroughness, accuracy, and keen attention to detail
- Ability to meet time-sensitive deadlines and adapt quickly to changing circumstances
- Strong organizational skills and ability to prioritize multiple assignments with competing deadlines
- Excellent written and verbal communication skills
- Ability to maintain a high level of confidentiality
- Familiarity with establishing and maintaining office systems and procedures
- Ability to produce high-quality documents for meeting presentations
- Proficiency in Microsoft Office and Google Suite

## **SALARY AND BENEFITS**

The hourly rate for this position is \$38.49. This is a Classification 5 position and subject to a collective bargaining agreement with Office and Professional Employees International Union Local 29, AFL-CIO. Includes full family medical, dental, and vision benefits and a defined-benefit pension plan.

## **WORK ENVIRONMENT**

The Executive Assistant reports to the EST and COS, and job duties are expected to be performed in the headquarters office in Sacramento, CA. The Executive Assistant is expected to report Monday through Friday, 8:00 AM to 5:00 PM (40 hours per week). Some evening and weekend work is required, depending on the EST's schedule, particularly during peak campaign and legislative cycles. Some daytime travel may be necessary to staff the EST at various meetings and events throughout California.

## **TO APPLY**

Applicants should email their resume, cover letter, and 2-3 references to [Shubhangi@calaborfed.org](mailto:Shubhangi@calaborfed.org).

## **Equal Opportunity Employer**

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