

Perth Amboy Federation/AFT
Local 857
149 Kearny Avenue
Perth Amboy, NJ
732-442-7788
PAFAFT@AOL.COM



Job Description

Title: Director of Communications

Salary: \$27,300.00

Work year: 10 Months (September 1 to June 30)
Summer hours if needed

Workday: 5 hours daily/25 hours per week
Hours to be coordinated with President

Responsibilities:

- ❖ Coordinate all current and future PAF-AFT publications including working with the PAF-AFT Webmaster and EQ editors
- ❖ Research and inform the PAF-AFT on all national, state and local educational issues (including NCLB, IDEA and Abbott) which impact our constituency in an effort to keep us current and well informed
- ❖ Advocate for the PAF-AFT on all national, state and local political and educational issues through the media.
- ❖ Research and inform the PAF-AFT of all national, state, and local political issues which impact the constituency and serve as the PAF-AFT liaison/lobbyist when necessary.
- ❖ Responsibilities may include other assignments/duties directed by the President.
 - ✓ Applicants must be knowledgeable about union responsibilities and functions.
 - ✓ Applicants must have a basic knowledge of computers including MSW and PageMaker.
 - ✓ Applicants must have public speaking skills.
 - ✓ Applicants must be able to demonstrate the ability to write thoughtful, intelligent and informative letters, articles and other forms of correspondence.
 - ✓ Applicants must have flexible schedule.

Individuals interested should send a letter of interest or resume to Donna M. Chiera, President, and Perth Amboy Federation/AFT @ 149 Kearny Avenue, Perth Amboy, New Jersey, 08861 by **September 15, 2005**.