



Job Opening for Interim Organizing Director

The Women's Institute for Leadership Development (WILD) seeks a dynamic organizer to work in collaboration with the active, engaged, working Board of Directors to advance WILD's mission of strengthening the number, influence and diversity of women in the Massachusetts labor movement, and building an awareness of all issues of oppression within the movement.

About WILD:

WILD brings together women of diverse ages, ethnicities, and cultures, and from unions and social justice organizations. We provide education, training and support to help women become more effective organizers and leaders in their unions, workplaces and communities, and in the labor movement as a whole. We seek to build a more democratic labor movement that operates from an activist rank and file perspective. We have a strong commitment to challenging racism, sexism, homophobia and all forms of oppression. See more at www.wildlabor.org.

About the position:

The Interim Organizing Director will build on WILD's 32 -year history of advancing women's leadership in the labor movement and ensure the organization's continued development and long-term sustainability.

The Ideal Candidate will have:

- Demonstrated commitment to women's leadership, the labor movement and social justice.
- Organizing experience
- Experience working in the labor movement, "alt-labor" groups, or social justice organizations that advocate for the rights of working people.
- Excellent interpersonal skills, including ability to work closely with a diverse Board of Directors, members, participants and volunteers.
- Experience in supporting and developing the leadership of others.
- Experience in organizing events.
- Experience providing training/education with adults a plus.
- Direct fundraising and a strong desire to develop and expand the resources of WILD.
- Strong computer skills, including proficiency with social media, Microsoft Word, Excel, and database and web management

- Ability to manage multiple priorities and deadlines and to work effectively and flexibly under pressure. Ability to work independently.
- Outstanding written and oral communication skills in English. Bilingual in Spanish or Portuguese also a plus.
- Personal attributes that engender confidence and trust, including honesty, integrity, empathy and a strong work ethic.

Job Responsibilities include:

1. Administration of WILD office
2. Work independently while ensuring communication and organizing of WILD's programs
3. Maintain a working relationship with the Board of Directors
4. Assist the Board in developing, planning and executing goals and events throughout the year
5. In conjunction with planning committees, organize and administer the Summer Institute, including working with a part time assistant for May and June.
6. Build relationships with community organizations and unions
7. Work with the Accountants and Tax Preparer to keep all financial records in order
8. Send out emails to WILD lists through Constant Contact
9. Work with our Fundraiser and Grant Writer to ensure our Fundraising Goals are met
10. Be a strong voice and representative of WILD!

How to apply:

Please send cover letter and résumé to the Search Committee to Jparker@wildlabor.org
Electronic submissions are encouraged, but mailed applications will also be accepted. Send to WILD, 4th Floor, 108 Myrtle St. Quincy, MA 02171

Interested candidates are urged to submit their applications as soon as possible, no later than January 25, 2019. Interviews will be conducted on a rolling basis until the position is filled.

This is a part time 15 - 20 hour per week position for at least 6 months. The work schedule is flexible with some nights and weekends required. There will be an opportunity to apply for a fulltime Organizing Director position in late summer, early fall.

WILD seeks a diverse pool of candidates. We are an equal opportunity employer and will not discriminate against any applicant on the basis of age, color, disability, gender or gender identity, national origin, race, religion, sexual orientation, or veteran status. Women, people of color, and members of the LGBTQ community are encouraged to apply.