

## **WILD Assistant Director**

### **Part-time**

#### **Overview:**

The Women's Institute for Leadership Development seeks an Assistant Director who is excited to build an intersectional movement for working women in unions and workers' organizations. This is a part-time position based in Quincy, Massachusetts.

#### **WILD's Mission:**

- Advocate for a vision of a labor movement that includes unions and all other organizations and people who join together to fight for the rights of working people and for social justice;
- Strengthen women's influence in the Massachusetts labor movement by increasing the number and diversity of women leaders, and providing them with tools to be effective organizers in their unions and organizations;
- Increase democratic participation in the labor movement, particularly among women and people of color;
- Help build a labor movement that operates from an activist rank-and-file perspective;
- Build awareness of and stimulate debate about issues of racism, sexism, class, homophobia and other issues of oppression within unions and the larger labor movement.

#### **Position**

The Assistant Director will work closely with the board and the Organizing Director to oversee outreach, administration and development for WILD. Responsibilities include:

- Coordinate details for WILD programming and workshops
- Conduct outreach to unions and worker centers in order to grow the audience for WILD
- Cultivate relationships with major donors and the WILD advisory board to keep them up to date about WILD activities
- Keep up to date with basic accounting and data tracking
- Assist the Fundraising Committee and Organizing Director with grant writing, research and monthly donor program

#### **Qualifications**

The ideal candidate will have:

- A strong commitment to building an intersectional labor movement led by Women and People of Color
- Deep understanding of intersectional movement-building and organizing
- Experience with fundraising campaigns and grant-writing preferred

- Bilingual preferred, fluency in Spanish, Portuguese, Haitian Creole, or another language
- Experience with Microsoft Office, Quickbooks, and CRM nonprofit software or donor databases strongly preferred
- Excellent written and interpersonal skills
- Access to a reliable phone and internet connection

**Details:**

- The Organizing Director will work an average of 20 hours per week; pay rate is \$20-30 per hour commensurate with experience and includes a small monthly health care stipend. Hours and location are somewhat flexible, upon approval from Organizing Director.

Applicants should send cover letter and resume to [info@wildlabor.org](mailto:info@wildlabor.org).