**WILD Programming Coordinator**

**Part-Time Permanent**

The Women’s Institute for Leadership Development seeks a Programming Coordinator excited to build an intersectional movement for working women in unions and workers’ organizations. This is a part-time position based in Quincy, Massachusetts. The first day of work would be Friday, October 18, 2024 - but we are open to the right candidate starting sooner. See the process at the end of this description for more information on the hiring timeline.

Our ideal candidate is a mission-committed, passionate, creative, curious problem-solver who is personable, reliable, hardworking, computer savvy, decisive, a team player, well-rounded, excited to learn, and energetic and enthusiastic.

The Programming Coordinator will work closely with the Executive Director and Committee Chairs to support the annual events WILD produces. Events are both in person and via Zoom.

**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 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.

**Areas of Responsibility:**

● Designing and managing regular communication using Constant Contact

● Supporting regular social media engagement (creating content and posting on social media)

● Supporting the updating and management of web content

● Staffing committees (taking notes and sending out communications and reminders)

● Support the management and update of the database (we use Little Green Light)

● Supporting physical setup and take-down of events (must be able to lift 30 lbs)

● Staffing of events to support operations and coordination

● Volunteer management

**Ideal Candidate will have:**

* Computer Skills – entirely comfortable working on the computer
* Cloud File management experience (e.g., Google Docs)
* Zoom event management experience
* Community organizing experience

**Skills and qualities that are a plus but not a requirement**

* Spanish or Portuguese or Haitian Kreyol literacy,
* Strong professional network
* Database experience
* Experience in the Labor or Social Justice world
* Writing skills

**Skills not prerequisites - we can train on:**

* Marketing
* Using social media in a professional capacity
* Zoom management

**Details:**

The Programming Coordinator will work 15-20 hours a week. The hours and location are flexible upon approval from the Executive Director, but the job will require some Quincy office hours. Days are flexible, but the candidate must be available for committee meetings on weeknights and weekend events.

**Pay:**

The pay rate is $20/hr and an additional $2/hr if you are literate (can read and write) in Spanish, Portuguese (Brazilian is preferred), or Haitian Kreyol. Holiday pay is pro-rated, and paid time off is available after 6 months of regular work.

This position offers room for growth and promotion. We also encourage questions before applying. Want to know more about our events? Want to know more about the hours? Want to know more about the room for growth? Please reach out to Diana Painter at 208-232-5942 or email diana@wildlabor.org. We’d love to speak with you and help you see if you are a good fit before applying so you don’t waste your time.

**Who should apply:**

WILD works to be a safe, inclusive workplace for people of all backgrounds and walks of life. We strongly encourage you to apply if you are from a marginalized or underrepresented group. Some candidates may see a long list of job requirements and feel discouraged because they don’t match every single bullet point – we suggest, please apply, anyway. We’re flexible on location wherever possible. We don’t believe in a “perfect” candidate. If you believe this is a role that you’ll be excited to work in, want to be a part of a culture like ours, and will be relentless about helping women succeed in leadership, please apply.

This Programming Coordinator role is an excellent opportunity for a student or entry-level position in a labor, social justice, and women’s rights career.

**How to apply:**

Please email info@wildlabor.org with a cover letter that includes how you heard about the opportunity, what attracted you to this position, and a current resume or CV.

**Transparency in the Process:**

This job will open on June 15, 2024, and close on October 4, 2024. We may make a decision sooner if we find the right candidate. The steps are: 1. A phone interview 2. A group Zoom interview 3. Checking of references 4. Decision Communication.

When you apply, you will receive a reply within five business days, inviting you to a 45-minute phone interview with a live person. If you are screened to be a good fit, you will be asked to schedule a group interview with several board members in attendance. This interview may take two or more weeks to schedule due to dealing with multiple busy women’s schedules. If the committee considers you a good candidate, they will review your professional references. If you are no longer in the running at any point during this process, we will communicate with you, and we encourage you to let us know if you no longer wish to be a candidate. The first day of work will be as late as October 18, 2024, but it could be earlier if a decision is made. If you have further questions throughout the process, you can reach out to the executive director.