

## OUTREACH/VOLUNTEER COORDINATOR

### LOCATION:

Progressive Dane  
Social Justice Center  
1202 Williamson St.  
Madison, WI 53703



### WORK SCHEDULE:

Hours are 10 per week, flexible, and some evening and weekend work is required.

### DUTIES:

*Progressive Dane is a third party political organization dedicated to the belief that ordinary citizens should control public policies at the community and national levels. We support tax justice, improved social services, equality in public education, affordable housing, and public transportation. The Outreach/Volunteer Coordinator collaborates with the Co-Chairs of the Steering Committee, members of the Outreach Committee, and Office Administrator in the furtherance of the mission of Progressive Dane.*

Under the direction of the Co-Chairs of the Steering Committee and in cooperation of the Office Administrator, the primary duty of this position will be to develop and implement a one-year outreach plan to increase the number of membership in communities throughout Dane County. This position will also develop organizing tools to support an increase in participation of members and implement tools that encourage members to advocate on their own behalf to improve local government and its policies (personal stories, letter writing, etc.). In order to succeed this position will need to recruit and coordinate volunteers to ensure Progressive Dane's work is represented at public venues such as farmer's markets and fairs and its views are represented on local committees and/or boards. The outreach plan and organizing tools will provide the context in which the Coordinator and Personnel Committee will evaluate the weekly work of the Coordinator.

### KNOWLEDGE REQUIRED:

Effective communication—orally and in writing, a commitment to diversity, must also be able to work well both on his or her own and with others, be flexible, possess and ably use discretion, have good interpersonal skills, be creative, and have a sense of humor. Basic knowledge of organizing and volunteer coordination also required.

### PAY:

Starting wage will be \$12 per hour.

### INTERESTED?

Please send your cover letter and resume in a Microsoft Word format to the Office Administrator by email or U.S. mail on or before July 3rd.

Progressive Dane  
P.O. Box 1222  
Madison, WI 53701  
E-mail: [office@prodane.org](mailto:office@prodane.org)  
(No phone calls please.)

*Progressive Dane is an AA/EEO employer.*