

OUTREACH/VOLUNTEER COORDINATOR

LOCATION:

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

WORK SCHEDULE:

Hours are approximately 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, this position will develop and implement one-year outreach plan to increase the number and diversity of membership in communities throughout Dane County as well as recruit and coordinate volunteers to ensure PD'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. This plan will provide the context in which the Coordinator and Personnel Committee will evaluate the weekly work of the Coordinator. 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.). Under the leadership of the Co-Chairs and Outreach Committee, and in cooperation with the Office Administrator, develop and maintain outreach materials that support PD's organizing and events.

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:

Pay will be commensurate with experience and between \$10 to \$15 per hour.

INTERESTED?

Please send your cover letter and resume in a Microsoft Word format to the Office Administrator by e-mail or U.S. mail on or before July 11th.

Progressive Dane
P.O. Box 1222
Madison, WI 53701
EMAIL: office@prodane.org
(No phone calls please.)

Progressive Dane is an AA/EEO employer.