



JOB ANNOUNCEMENT

Operations Coordinator, Missouri Jobs with Justice

www.mojwj.org, hireing@mojwj.org

Salary: Commensurate with experience, full-time, salaried, permanent position

Benefits: Full health coverage, 2 weeks vacation, retirement match, collective bargaining agreement

Location: This position is based in either the St Louis or Kansas City office of Missouri JwJ

The Organization

Missouri Jobs with Justice (JwJ) is a coalition of labor, religious, student and community activists and organizations committed to protecting the basic human rights of men and women. Jobs with Justice addresses the root causes of poverty while working for an economic base that benefits the entire community.

We believe that the fate of labor unions and the communities in which their members live are tightly bound together. We work in partnership with central labor councils, local unions, civil rights organizations, students, community, and faith-based organizations in mobilizing direct actions for civil and human rights for all people, including the right to organize a union, rebuilding the social safety net, living wages, health care, and equal treatment for all.

Missouri Jobs with Justice is an equal opportunity, affirmative action employer. We seek a diverse pool of volunteers and applicants for all opportunities and responsibilities within the organization – in particular with respect to women, people of color, the LGBT community, ability, immigrants, and people of all ages.

The Position

An applicant for Operations Coordinator must be a very detail-oriented individual, able to work in a fast-paced environment and manage responsibilities for multiple projects with minimal supervision. JwJ's organizing campaigns often have short, and shifting deadlines so all staff must work hard and be flexible. The Operations Coordinator will be supporting a host of diverse staff and leaders so s/he must be able to balance the needs of many personalities and projects.

Responsibilities:

Committee Support: The Operations Coordinator will oversee the composition and sending of meeting notices in a timely fashion for JwJ's many committees as well as assist with other meeting preparation and follow up.

Fundraising: A significant part of the Operations Coordinator's responsibilities will be to help implement an annual fundraising plan including mailings and phone banking for organizational and individual contributions. Follow up phone banking will include some evening hours.

Database Management: The Operations Coordinator will need to handle large batches of data entry with speed and accuracy as well as create reports and queries that analyze this data. Familiarity with the database program Microsoft Access is valued.

Volunteer Coordination: JwJ is fortunate to have volunteers willing to assist in much of this work. The Operations Coordinator supervises volunteers, ensuring they are equipped with everything they need and carrying out the work accurately.

Qualifications

- Computer skills, including database management, word processing.
- Ability to balance responsibilities on multiple projects and prioritize effectively to meet shifting deadlines
- Highly detail oriented
- Able to work well under pressure and in a fast-paced, campaign-oriented environment
- Excellent communication skills, both oral and written.
- Ability to be a self-starter, and to work independently toward agreed upon goals.
- Solid, commitment to the principles of social and economic justice.
- A strong ability to motivate people, coordinate volunteer activity.
- Operations Coordinator must be willing to make a minimum two-year commitment.
- Some limited in-state travel is expected to attend statewide staff meetings or pitch in on campaigns at key moments.

Also valued: Ability to speak languages other than English. Knowledge of and/or participation in Jobs with Justice in Missouri or other communities.

Please send a resume, a writing sample and at least two references by 5 pm on February 26.

To: Personnel Committee, MO JwJ

Via Email: [hiring@mojwj.org](mailto: hiring@mojwj.org)

For more information on Missouri Jobs with Justice please visit our website at www.mojwj.org.