WORKERS’ DIGNITY ADMIN AND ORGANIZATIONAL DEVELOPMENT FELLOWSHIP

Workers’ Dignity, a 12-year-old multi-racial, multi-lingual worker center based in Nashville, Tennessee, is seeking qualified applications for admin and organization development fellow. The Admin and Organizational Development Fellow will .. The Operations Manager reports to the Executive Director.

ESSENTIAL RESPONSIBILITIES

- Support Executive Director to keep track of workplans and organizational priorities
- Support Executive Director to document and keep track of:
  - Campaign workplans, highlights and progress in relation to WD’s strategic planning
  - Grant deadlines, narratives and prospecting priorities
  - Organizational and campaign assessments and needs, including workload distribution, capacity needs and evaluation of current practices
  - Staff and member leader feedback and followup
  - Coordinate the logistics for training and support needed for Dores Workers’ Solidarity Network
- Support ED to implement systems and processes to increase organizational capacity, including:
  - Streamlining current processes to make them easier to use and teach
  - Implementation of distributed organizing systems in areas of our work/campaigns that could benefit from them (to make work more replicable, increase worker/compa engagement and make them less staff-heavy)
- Support Executive Director and Compa organizer to implement WD’s 2023 organizational hypothesis tied to practice shifts
  - Coordinate with organizers involved to collect the necessary data (worker leadership development benchmarks, engagement and retention)
  - Keep track of dates for quarterly evaluations to assess whether the practice shifts are working
- Organize, update and support maintenance of (or recruiting and supervising compas to complete)
  - Data platforms (Action builder/action network/etc.)
    - Gathering info of new members from organizers and inputting them
    - Ensuring that worker, compa, donor information is up to date
  - Website
    - Post new job listing and remove old ones.
    - Keep the media section up to date with articles coming out about various campaigns (in collaboration with Comms Manager)
Qualifications

- Excellent communication skills both orally and in writing, ability to convey complex ideas to multiple audiences.
- Experience with database or CRM management.
- Excellent personal, organizational and time management skills; capacity to manage multiple priorities; and accountability to goals. Independent problem solver.
- Respect for and willingness to learn from differing perspectives, voices, and backgrounds.
- Team player who will roll up their sleeves with staff, be resourceful and creative to get the job done.
- Demonstrated commitment to base-led organizing for economic, racial and social justice.
- Commitment to WD’s mission and values.

SALARY & BENEFITS: 25/hr paid biweekly.

EMPLOYMENT STATUS: Part time, contractor, non-exempt. 20-30 hours per week.

HOW TO APPLY: Send your cover letter and resume via email to the Hiring Committee at info@workersdignity.org. In your cover letter, please indicate your level of comfort speaking and writing in Spanish. Position open until filled. Interviews will be on a rolling basis.

ABOUT WORKERS DIGNITY: Workers’ Dignity (WD) is a worker-led center organizing for economic justice and dignity for all. Through a member-led process including assemblies and leadership development, we organize strategic campaigns to build worker power in Middle Tennessee.

Strong preference for people of color, bilingual, experience with worker organizing, including persons who come from the base, familiarity with working in the South or conservative-dominate areas. Women, gender non-conforming, people of color, and immigrants are strongly encouraged to apply!