

POSITION: Community Outreach Coordinator
(A one-year Fr. Edward F. Boyle, S.J. Fellowship)

What Does the Guild do?

The Labor Guild is a Catholic agency with roots deeply imbedded in social and economic justice. The Guild works closely with labor unions and community organizations in the Greater Boston area and throughout New England. Our mission is to promote economic and social justice, good order in the workplace, teach workers to act in good conscience and judgment and to provide workers with the knowledge and the courage to be effective in the Labor/Management environment. We have a special focus on labor education, running workshops, panels, and two semesters per year of "Labor School," a nine-week labor night school program. Our students are rank-and-file union members, labor leaders, and activists. Our courses cover labor organizing, labor history, negotiation and arbitration in the workplace, and social justice.

Since 1945, the Guild has provided over 50,000 students and working practitioners with:

- Practitioner-led labor education, professional training and personal development through our School of Labor-Management Relations, workshops, forums and conferences.
- Comfortable, neutral space to conduct bargaining, training and meetings between parties.
- Books we've published: *Your Rights on the Job* by Robert M. Schwartz, Esq, and *New Employment Laws in Massachusetts 2016*, 200-page compendium of resources from a Guild Labor Forum.
- Our Cushing-Gavin Awards (CGA) and Dinner honors four exceptional professionals from our regional labor relations community in four categories -- labor, management, attorneys, and auxiliary -- each year since 1967.

What is a Community Outreach Coordinator?

The Community Outreach Coordinator works to strengthen and build the Guild's community by developing and deepening relationships between our students, board members, community organizations, and the Guild. The COC promotes the Guild's educational programs, events, and mission of serving our Labor-Management community. The COC may be responsible for managing our social media, working on the Guild website, and creating promotional materials as needed. The COC assists with administration, planning, and logistics for organizational projects, educational programs and events. We are looking for someone who shares the Guild's values and can understand, support and convey our mission. This fellowship offers a broad and unique introduction to Greater Boston's labor-management community and organizing.

Essential duties and responsibilities:

- Grow the organization by working with existing members to become more active in our organization. Identify new areas of membership within the Labor/Management community.
- Provide communications and administrative support for the Executive Director, including events and activities related to the Guild's focus on fundraising/development.
- Represent the Guild and participate in designated committees and coalitions. This entails attending regular meetings with a variety of coalitions, unions, and community groups, as well as managing relationships with key contacts from partner organizations.
- Contribute content for Guild communications and marketing materials for newsletters, blog and social media posts, talking points and email blasts.
- Collaborate with Board Members and key supporters to strengthen the connections between the organizations they represent and the Guild.
- Coordinate and engage our new Labor Guild Youth Caucus in evaluating, suggesting and developing our evening and daytime educational programming and training needs.
- Assist Executive Director and staff as needed with administrative tasks, fundraising and development activities.
- Prepare support materials for specific projects.
- During active periods, work hours could be erratic and may revolve around events being planned, and or executed.
- Local travel is required for meetings to coordinate Guild programs and events. Mileage, public transit, and parking are reimbursed.

Preferred job requirements

- Develop an understanding of the core beliefs of the Guild's social and economic justice mission.
- Knowledge of writing grants along with strong, concise writing and editing skills.
- Familiar with social media advertising and graphic design.
- Familiar with WordPress and Salesforce.

Compensation:

Salary range for this non-bargaining unit position is \$33,280 with health insurance or \$35,320 without insurance. Annual vacation (3 weeks, including a Christmas week office closure) and paid holidays. Funding for this Fellowship is supported by a grant from *The Father Edward Boyle, S.J. Fund*.

Requirements:

- A valid driver's license, auto insurance and a reliable vehicle required.
- Resume, along with a written statement explaining why this position interests you.

Contact:

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