

Community Outreach Coordinator

- Job posted by The Labor Guild (not current)
- Highlighted items are referenced in the cover letter and sample résumé

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Job Type

Full Time

Salary

Details: Salary range for this non-bargaining unit position is \$31,000 with health insurance or \$35,320 without insurance.

Published

07/02/2018

Start Date

08/15/2018

Address

66 Brooks Drive
Braintree
Massachusetts
02184
United States

DESCRIPTION

What Does the Guild do?

The Labor Guild is social and economic justice nonprofit that works closely with labor unions and community organizations in the Greater Boston area and throughout New England. 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. We also work in coalition with community organizations and labor unions to advocate for policies that advance dignity and justice in the workplace. The Labor Guild is an agency historically affiliated with the Roman Catholic Archdiocese of Boston.

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

- top-notch, practitioner-led labor education, professional training and personal development through our School of Labor-Management Relations, workshops, forums and conferences. All are welcome.

- comfortable, neutral space to conduct bargaining, training, meetings between parties
- valuable peer networking and excellent leadership opportunities
- 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 that's honored four exceptional professionals from our regional labor relations community in four categories -- labor, management, attorneys, and auxiliary -- each year since 1967.

What does the Community Outreach Coordinator do?

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 by: running social media, working on the Guild WordPress website, and creating promotional materials as needed. The COC conducts active community outreach, interaction and organizing among our key audiences and allies. The COC also assists our small staff with administration, planning, and logistics for organizational projects, educational programs and events.

Essential duties and responsibilities:

- Develop sense of **community and leadership** among students, attendees of programs, etc. and the Guild by building relationships and coordinating involvement of these individuals.
- Grow the external presence, understanding, and relationships of the Guild, especially as relates to **reaching out to and assisting key groups**: young union workers, activists, low wage workers, immigrant workers, Guild students and alums, etc.
- Provide **communications and administrative support for the Executive Director**, events and activities related to the Guild's heightened focus on fundraising/development.
- Represent 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, email blasts), and work with students, Board Members, and others to explore the possibilities for and reach of this content
- Collaborate with Board Members and key supporters to strengthen the connections between the organizations they represent and the Guild.
- Coordinate and engage our Student Advisory Group and our new Labor Guild Youth Caucus in evaluating, suggesting and developing our evening and daytime educational programming.
- **Update and manage distribution and database lists. Conduct research projects as assigned.**
- Assist Executive Director and staff as needed with **fundraising** and development activities.

- Prepare support materials and meeting agendas. Draft campaign plans for specific projects.
- **Solicit and report feedback** on Guild community's unmet training or labor education needs. Work with Education Subcommittee on education programming topics, design and formats.

Specific job requirements

- **Values match: A core belief in the Guild's social and economic justice mission and in empowering people through active engagement and collective action in the workplace and community.**
- Must be a **good writer and storyteller**, with solid **copy editing skills**.
- Confident **public speaking, presentation**, listening and group facilitation skills.
- Resourceful **team player**, with a sense of humor, solid work ethic and **interpersonal skills** showing discretion and flexibility depending on staff, customer or operational needs.
- Strong time and task management skills. Works well under pressure.
- Solid computer/office equipment skills sufficient to prepare relevant communications, maintain databases, email and post on the Guild website/social media sites.
- Good **analytical, negotiation, and problem-solving skills**. Asks questions.
- Outstanding "**customer service**" skills. Responsive, efficient, welcoming and kind.
- Demonstrate accountability and initiative with work assignment and work relationships.
- During peak activity periods, work may be in excess of 8 hours per day. Job will involve some evening hours and possibly weekend hours, early morning meetings, and frequent interruptions.
- Ability and willingness to travel to meet Guild stakeholders and allies, coordinate Guild programs and events
- Mileage, public transit and parking are reimbursed

A valid driver's license, auto insurance and a reliable vehicle is required.

Organizing is key to just about everything the Guild does. We are looking for an individual prepared to contribute, eager to learn and grow, and make a positive impact. Someone who is bright, thoughtful, curious, personable, high energy with a sensible, action-orientation. What's most helpful is someone who listens for understanding and subtext, who treats people with kindness and courtesy, and is a clear, responsive communicator. Ultimately, someone who shares the Guild's values; can happily understand, support and convey our mission, and who enjoys this type of work for advancing social change.

BENEFITS

Annual vacation (3 weeks, including a Christmas week office closure) and paid holidays.

LEVEL OF LANGUAGE PROFICIENCY

English is required. However, **facility in another language would be most welcome.**

PROFESSIONAL LEVEL

Entry level

MINIMUM EDUCATION REQUIRED

4-year degree

HOW TO APPLY

firstname.lastname@gmail.com

<http://laborguild.com/>

Requirements: We would like a resume, a written statement explaining why this position interests you, and a writing sample.

Contact:

First Name Last Name, Executive Director

The Labor Guild

66 Brooks Drive, Braintree MA 02184

O: 781-340-7887 C: 617-510-3699

Firstname.lastname@gmail.com

laborguild.com | facebook.com/laborguild

First Name Last Name

123 Street, City/Town, ST 01230 | Firstname.Lastname@uconn.edu | (555) 555-5555 | www.linkedin.com/in/firstname.lastname

April 25, 20XX

Ms. First Name Last Name
Executive Director
The Labor Guild
66 Brooks Drive
Braintree, MA 02184

Dear Ms. Last Name:

The Community Outreach Coordinator position and the values of the Labor Guild closely match my commitment to social and economic justice and my professional background in communication and administration. The Labor Guild's commitment to labor education in the Boston and New England area drew me to this experience. The Community Outreach Coordinator position would allow me to continue my interest and work in social justice, while utilizing my expertise in finance, interpersonal connections, and writing to contribute to the Labor Guild impact on the community.

I became a student of Political Science and Criminal Justice to make a difference in the lives of others, and my classes continued my desire to positively impact my community at organizations like the Labor Guild. In these classes, the importance of communication between organizations and the individuals served in order to facilitate positive change was often stressed. During my time as an Administrative Assistant at the University of Connecticut's Center for Career Development, I learned to effectively communicate with students and staff members to coordinate career consultation appointments and to maintain an organized and welcoming office environment to facilitate career growth. I look forward to continuing to use my communication and administrative support skills at the Labor Guild's events and development projects.

As the Treasurer of the National Organization for Women at the University of Connecticut, I gained experience managing a budget of \$23,000 and developed applications for funding to university grants and organizations. Securing resources that would continue the organization's goals of continuing women's rights across campus excited me. In this position and as a member of the University of Connecticut's Model United Nations, I honed my writing skills through petitioning for funding and composing summaries of updates in international affairs. These experiences have prepared me to draft campaign plans for projects at the Labor Guild, and provide content for the Guild's communications and marketing materials.

With my commitment to working in community social justice and my related experiences, I believe that I would be a strong fit for the Community Outreach Coordinator position. I look forward to the opportunity to learn more about the Labor Guild and to express my possible impact on the organization. Please contact me via the information above with any questions.

Sincerely,

First Name Last Name

NOTES

If you know the individual's name and preferred pronoun [Mr./Mrs./Ms./Dr./etc.], this is an appropriate salutation for your letter. If you are unsure, you can instead use the individual's full name or title only (in this case, "Executive Director").

The job description for this position specifically noted the importance of the applicant sharing their values and commitment to social justice. Here, the student shows that their values are a match and does so early in the letter.

Writing skills were stressed in the job requirements in this posting. This applicant shows that they have experience with writing and supports that claim by demonstrating how they have applied this skill previously.

In the closing, this student states that they hope to show how their skills apply to the position in an interview as well as demonstrates their interest in being more involved with the nonprofit. Both match what the organization was seeking.

First Name Last Name

First Name Last Name

123 Street, City/Town, ST 01230 | Firstname.Lastname@uconn.edu | (555) 555-5555 | www.linkedin.com/in/firstname.lastname/

Education:

University of Connecticut, Storrs, CT
Bachelor of Arts, Political Science; May 20XX
Minors: Criminal Justice
GPA: ###/4.00; Dean's List Spring 20XX

University of Granada, Granada, Spain
Study Abroad Participant, January 20XX-May 20XX

Skills:

Computer: Microsoft Word, Outlook, PowerPoint, Excel; Prezi; QuickBooks

Language: Spanish

Relevant Experience:

National Organization for Women UConn Chapter, Storrs, CT, *Treasurer*, April 20XX-Present; *Member*, March 20XX-April 20XX

- Manage budget of \$23,000 including reimbursement of members for organizational purchases, review applications for funding, and provide monthly reports on financial status.
- Attend SOLID training (Student Organization Leaders Intentional Development) to ensure chapter is properly equipped with knowledge to address financial responsibilities and risks.
- Advocate for the end of sexism and oppression through collaboration with on- and off-campus organizations.

The Law Society, University of Connecticut, Storrs, CT, *Events Chairperson*, November 20XX-Present

- Coordinate and organize informational and networking opportunities for Society members on campus, such as group meetings, information sessions, and speaker lectures from industry professionals and law schools.

UConn Model United Nations, UConn, Storrs, CT, *UN Peacebuilding Commission Assistant Director*, October 20XX-Present

- Negotiate compromises and make decisions effectively with other delegates by creating effective resolutions.
- Compose one-page summaries regarding updates in international affairs in alignment with the committee's topics.
- Lead committee sessions of 20 student delegates and create draft resolutions in conjunction with the director regarding international issues.

Cahill, Goetsch & Perry, P.C., New Haven, CT, *Summer Intern*, May 20XX-August 20XX

- Composed executive summaries for five attorneys to reference during trial proceedings utilizing administrative skills.
- Addressed clients' needs and concerns by providing information or relaying timely communications when attorneys were away from office by efficiently maintaining normal office functions.

Additional Experience:

American Civil Liberties Union (ACLU), UConn, Storrs, CT, *Member*, March 20XX-Present

Center for Career Development, UConn, Storrs, CT, *Student Administrative Assistant*, January 20XX-Present

- Interact with students in person and over the phone to disseminate career information and necessary materials for career coaching appointments providing a positive experience for students
- Schedule appointments with career coaches using Microsoft Outlook for undergraduates, graduates, and alumni of the University while completing additional deadline-driven administrative tasks.

NOTES

The company specifically mentions their interest in facility with another language (while not a job requirement). The applicant brings this to the reader's attention by including this skill at the top of their resume.

Here, the student shows that their values align with the company's belief in social justice and empowerment.

The applicant demonstrates communication and administrative skills in this section. Both of these are considered essential job functions in the job description.

This position highlights the student's writing skills, which is a major component of the job to which they are applying.