



Job Description: **Organizational Development Specialist**

Background

The Madison Cooperative Development Coalition (MCDC) is the City of Madison's funded initiative to form worker cooperatives that address income inequality and racial disparities by creating living-wage and union jobs. We are a collaborative of community-based organizations, labor unions and cooperative developers. MCDC works to support the growth and creation of worker cooperatives, specifically addressing the factors affecting local communities of color, low wealth and traditionally excluded workforces. The goal is to create a sustainable system that will combat poverty, empower workers and increase equity in order to strengthen Madison's long-term economic health.

MCDC is hiring a part-time employee to oversee the organizational development of MCDC and the project management of the City initiative.

Duties and Responsibilities

- Maintain WordPress website and social media presence
- Provide quarterly and annual program reports to the City of Madison
- Build and maintain a Preferred Service Provider list
- Provide meeting coordination and governance support to Steering Committee
- Coordinate between the three pillars of MCDC: co-op, labor/unions, and community
- Coordinate and maintain records of intake process for community-based organizations (CBOs) and Cooperatives in Development (CIDs)
- Coordinate mini-grant proposal process
- Support the development of an MCDC 101 workshop
- Select, implement, and maintain an MCDC project management system/database
- Maintain calendar of MCDC programs
- Increase marketing of MCDC (strategy, website, flyers, content development, coordination and maintenance of social media, PR, etc.)
- Support organizational development of MCDC and the establishment of a physical presence
- Develop an MCDC Fund and explore further funding opportunities
- Maintain records of MCDC program metrics
- Submit check requests and maintain finance records in coordination with our Fiscal Agent

Desired Qualifications and Skills

- Minimum three years experience in project management, record or bookkeeping
- Knowledge of and experience with worker cooperatives

- Fluency in Spanish or Hmong
- Experience in developing and writing materials for a public audience
- Ability to be detail-oriented and organized, and to meet deadlines
- Experience working with labor unions or as a union member
- Familiarity with the union co-op model
- Knowledge of the Madison community-based organization landscape
- Familiarity with municipal grant compliance

Wages and Hours

The Organizational Development Specialist will be expected to work 20 hours/week. Compensation is set at \$25/hour. We are not able to offer benefits at this time. Schedule is flexible. We are currently considering renting an office space, but until then, the Specialist can work remotely.

To Apply

Please email a cover letter, list of references, and résumé as a single PDF to Charity Schmidt, MCDC Coordinator, at charity.schmidt@wisc.edu. Feel free to call her with any questions or concerns at 608-262-5905. **Applications are due by 11:59pm on Monday, June 18th, 2018.**

MCDC is an equal opportunity employer. Women, people of color, and veterans are encouraged to apply.