

**Job Title:** Assistant Project Coordinator

**Location:** West Virginia

**Background:** WV New Jobs Coalition (WVNJC) is a partnership of organizations seeking to bring new, well-paying jobs to the Mountain State. We believe that West Virginians deserve:

- Full-time, good-paying, union jobs
- Affordable & accessible health care
- Clean water, air, and land
- Resilient, forward-thinking infrastructure
- Just and fair protections for our vulnerable communities on the frontlines of the ever-increasing climate emergencies

WVNJC partners include WV Citizen Action Group, the WV Working Families Party, SEIU District 1199, and the Sierra Club, and other statewide and local organizations.

The newest addition to the coalition's work is a series of meetings and one-on-one conversations to listen to regular West Virginians about their community's needs, and their vision for the future of our state.

Rather than assuming we know what people need, then presenting our solutions, we want to hear directly from residents. What are their individual stories? What are the everyday struggles people face? What would make their communities stronger? Are there federal or state resources and policy changes that can make a real difference in people's everyday lives?

The visioning project is also about lifting the voices of community members and helping them to lead work in the place they call home.

**Job responsibilities include, but are not limited to:**

- Collaborating with the WVNJC team to plan and implement the Visioning Project
- Assisting local groups and organizing fellows in planning community meetings
- Conducting one-on-one conversations with community members and partners
- Conducting media and social media outreach
- Attending and facilitating community meetings

**Skills and experience required:**

- Solid experience in grassroots organizing - engaging volunteers, supporting leadership development and building strong partnerships that grow and deploy power to change policies, structures and culture
- Experience developing organizing strategy and tactics to achieve short term and long term goals
- Experience working within a team where there is mutual accountability for shared objectives

- Ability to work constructively with people from a wide range of backgrounds and political beliefs
- Strong oral and effective written communication skills
- Experience using a variety of in person and online/virtual tools
- Ability to travel across the state of WV

**Terms of employment:** This is a part-time (15-20 hrs/week), contract position lasting from time of hire until December 31, 2022. Hourly compensation is \$15-\$18/hr, depending on experience.

There is a possibility of a contract extension and/or additional hours based on performance and organizational needs.

The successful applicant will be contracted through WV Citizen Action Group, and will report to the Project Coordinator.

**To apply:** Please send the following to [hiring@newjobswv.org](mailto: hiring@newjobswv.org) with “Assistant Project Coordinator” in the subject line:

- Resume or CV
- A writing sample that answers the following prompts (no more than one page total)
  - According to some, the roles people play in social change can be categorized as *helper*, *advocate*, *rebel* and *organizer*. Which one of these do you think describes you best and why?
  - Give an example of how you work effectively with someone whose background or political views are very different from yours.
- Do NOT send a cover letter.