

## **JOB OPENING AT WORC**

**Position Title:** Organizing and Training Coordinator

**Position Status:** Full-time, exempt

**Location:** Preferred Billings, MT or Montrose, CO; remote location within WORC's region considered for the right candidate

**Position Reports to:** Leadership & Capacity Director

The Western Organization of Resource Councils (WORC) is seeking an experienced community organizer to join our training team. The Organizing and Training Coordinator position is designed to contribute to the success of WORC's member groups by coordinating a multi-faceted community organizing training program for network members, leaders and staff.

We are looking for someone who has a solid foundation in community organizing, is passionate about developing leadership in others, and is committed to building broad-based regional power in the West. The position requires excellent relationship building skills, an ability to create respectful learning environments that bring people together around shared goals, and a commitment to personal learning, growth and development..

*WORC is an Equal Opportunity Employer committed to cultivating and preserving a work environment that is built on the premise of equity. We welcome qualified people of all backgrounds and abilities to apply. For more information about WORC, and to view our [Equity Statement](#), visit our website at [www.worc.org](http://www.worc.org).*

WORC is a regional network of eight grassroots community organizations in seven Western states. WORC is nationally respected for its 40 years of winning campaigns through community organizing, training, leadership development and voter engagement.

### **PRIMARY RESPONSIBILITIES**

WORC's Organizing and Training Coordinator plays a key role in our commitment to building powerful community led organizations. Specific responsibilities include:

- Planning and facilitating regional trainings and events.
- Ensuring that equity and inclusion goals and content are woven into all trainings and events.
- Working with WORC's training team to ensure that all training content is consistent, effective, and incorporates an explicit equity analysis.
- Partnering with WORC's member groups to offer a suite of local and state-based trainings and workshops.
- Exploring partnerships with other organizing networks, sharing resources and bringing in guest trainers as appropriate.
- Working collaboratively with the Leadership & Capacity Director to deliver high quality capacity building assistance to the member groups through on-site and remote consulting.

We are looking for someone who has a combination of the following skills, experience and characteristics. We do not expect you to meet every single qualification!

### **PRIORITY SKILLS AND EXPERIENCE**

- Minimum of three years on the ground community organizing experience and a personal commitment to the principles of grassroots community organizing.

- Demonstrated experience working with grassroots leaders to plan, run and win issue campaigns.
- Experience planning and facilitating meetings, trainings or workshops.
- Ability to respond effectively to challenging group dynamics.
- Personal commitment to dismantling practices and structures that perpetuate systems of inequity.
- Ability to work effectively in cross-cultural settings.
- Can communicate directly and respectfully with co-workers and network leaders and staff.

### **DESIRED SKILLS AND EXPERIENCE**

- Experience working with Indigenous and other communities of color and/or poor and working class communities, especially in a rural setting.
- Experience with and passion for working within collaborative decision-making structures.
- Experience delivering effective trainings in an online setting.
- Knowledge of the West, its history, and its current political climate is a plus.
- Verbal and written fluency in Spanish is strongly desired, but not required.

### **WHO YOU ARE**

- Curious - you ask a lot of questions and are eager to build shared understanding.
- Motivated - you have a strong sense of ownership over goals and a desire to excel.
- Relational - you believe in the importance of building strong relationships in order to succeed.
- Learning oriented - you approach the work with an orientation toward learning and growth and believe in the importance of regularly giving, receiving and incorporating feedback.

Applicants must have the ability and flexibility for substantial regional travel once pandemic conditions allow, as well as availability for periodic evening and weekend work assignments and occasional long hours. WORC has policies in place to support sustainable working hours for staff.

### **COMPENSATION AND BENEFITS**

Salary range starts at \$45,000 depending on experience and qualifications. We offer generous benefits including 100% employer paid health and dental insurance for staff, paid vacation and sick leave, paid sabbatical, flex time, ongoing professional development opportunities, and 401K with employer contribution.

### **HOW TO APPLY**

Submit a cover letter (tell us where you heard about the position and why you are excited about the work), your resume, and three references to Rachel Zatterstrom at [billings@worc.org](mailto:billings@worc.org) with “Organizing and Training Coordinator Application” in the subject line. This position is open until filled and applications will be reviewed on a rolling basis. Applications received by Monday, March 22 will be given priority.