

WISDOM dba JONAH

SUPPORTING ORGANIZER



JOB TITLE: Supporting Organizer

JOB CATEGORY: Organizing and Administration

Location: Chippewa Valley

Travel required: Occasional

Level/Salary range: \$11,700 for one year with possible renewal

Position type: .375 PTE (15 hours/week)

Supervisor: Lynn Buske

Date posted: 12/12/24

Will train applicant: Yes

Posting expires: 1/10/25

External posting URL: None

Internal posting URL: www.jonahjustice.org/employment

APPLICATIONS ACCEPTED BY:

Fax or Email: Communications.jonah@gmail.com

Subject line: Supporting Organizer Position

JOB DESCRIPTION

Role and Responsibilities

Overall role will be to assist the Lead Organizer and be mentored in grassroots organizing.

- Outreach support – coordinating tabling events and volunteers
- Administrative tasks as arise – please communicate experience with computer programs
- Assist the fundraising and events team and assist in organizing events
- Learn about our issues from the community and write newsletter articles
- Build relationships with individuals and nurture existing relationships within the organization
- Communications support – social media sharing and engagement
- Canvassing and support voter engagement team, and build relationships with elected officials
- Follow up with JONAH leaders with JONAH needs

Qualifications and Education Requirements

- Relevant work or life experience
- Self-initiative and work ethic
- Good communication
- Passion for social justice

Preferred Skills

- Eager to learn
- Social skills – good listener
- Public speaking skills
- Proficient in Google and Microsoft Office products
- Bonus if adept at social media
- Writing skills
- Fundraising experience

Additional Notes

Part of WISDOM staff – must attend occasional meetings and events around the state.

Must attend Gamaliel weeklong training within the first year.

Benefits: mileage reimbursement options, sick and vacation time accrued, 401k after 1 year

HOW TO APPLY

Send cover letter of interest and resume to communications.jonah@gmail.com by January 10, 2025. Interviews will be scheduled after that.

REVIEWED BY: JONAH Executive Committee

DATE: 11/24/24