



Communications and Media Coordinator

Job Description
Full-time Position

About Democracy at Work

Democracy at Work (d@w) is a non-profit 501(c)3 that produces media and live events. Based on the book *Democracy at Work: A Cure for Capitalism* by Richard D. Wolff, our work analyzes capitalism critically as a systemic problem and advocates for democratizing workplaces as part of a systemic solution. We seek a stronger, fuller democracy – in our politics and culture as well as in our economy - based on workers' equal collaboration and shared leadership inside enterprises and throughout society.

We create the following media projects:

- *Economic Update with Richard D. Wolff*, a weekly TV and radio show, podcast & video series;
- *Global Capitalism: Live Economic Update*, a bi-monthly lecture in NYC, filmed and released on Youtube;
- *David Harvey's Anti-Capitalist Chronicles*, a bi-weekly podcast & video series;
- *Capitalism Hits Home*, a bi-weekly podcast & video series;
- *All Things Co-op*, a bi-weekly podcast;
- We also release books, host a blog, and offer partial support to volunteer groups across the world who are committed to advocating for a stronger, democratic economic system in their local communities.

Each of these is a collaborative effort, and are brought to you by the hard work and dedication of a small team of workers. To keep costs low, we work via a digital office and rely on donated time from Prof. Wolff as well as other volunteer contributors. We are a 501(c)3 but operate internally as a cooperative to better embody the ideals we believe are a critical part of effective system change. This new addition to our team will have the growing ability and responsibility to participate in shaping and directing the development of d@w. We are looking for a teammate who is passionate about our work and committed to our mission.

About the position

This full-time position is responsible for supporting d@w communications and media activities. While most duties can be performed remotely, there are weekly and monthly tasks that require an in-person presence in New York City.

This position directly reports to / collaborates with:

- Liz Phillips, Co-Managing & Communications Director, to increase d@w audience and reach;
- Maria Carnemolla, Co-Managing & Media Director, to facilitate d@w media creation;
- Desi Robinson, Assistant to Professor Wolff, for notice of media appearances for posting;
- Richard D. Wolff (RDW), for social media posts.

Remote Duties

- **Communications**

- Executes daily posts for d@w and RDW social media following existing guidelines;
- Responsible for the monitoring of and engagement on social media & YouTube (comments and messages);
- Assists in the development and implementation of new and existing social media platforms;
- Assists in book promotion & marketing;
- Manages the d@w Translation / Transcription Volunteer team: updates the task sheet with new YouTube videos, approves new translation submissions, files and posts finished transcriptions, updates YouTube captions accordingly;
- Sends weekly messages to new and exiting Patrons for all d@w Patreon accounts;
- Responsible for selecting a first round of AskProfWolff questions submitted through the Economic Update Patreon;
- Manages d@w Event Volunteer team: secures volunteers from our volunteer list, and is the first point of contact for them at d@w events.

- **Media**

- Assists in managing the weekly booking of YouTube Studios (YTS) for tapings of d@w media;
- Assists in managing the booking of event space (Judson Memorial Church) for d@w events (6-10/year);
- Prepares videos for YouTube publishing;
- Makes website posts for new d@w media on d@w website (about 2-3/week);
- Makes website posts for media appearances on RDWs website (about 2-5/week);
- Adds RDW media appearances to RDW Youtube channel media playlist when possible;
- Other website posting as needed.

- **Weekly remote video attendance to digital Core Team Meeting**

- Other potential remote duties and responsibilities as necessary.

In-Person Duties

- **Production Assistance**

- Weekly attendance at tapings of Economic Update in New York City (usually at YTS) to provide assistance in set-up, guest relations;
- Bi-monthly attendance at Global Capitalism events at the Judson Memorial Church in New York City to provide assistance in set-up, event management, clean up, and crowd control for RDW (minimum 6 times a year);
- Attendance at other d@w events in New York City (usually Judson Memorial Church) to provide assistance in set-up, event management, clean up, and possible crowd control for RDW (2-6 times a year);
- Take pictures at events / tapings for potential posting on social media;

- **Administrative Assistance**

- Weekly visits to d@w's PO box to collect & send mail (within walking distance of YTS);
- Visits to d@w's bank as needed (within walking distance of YTS);
- Other potential in person duties and responsibilities as needed.

Requirements

- Must own a reliable computer with active internet connection;
- Must be familiar with or able to quickly learn the following platforms and programs: Google Drive, Microsoft Office, Nationbuilder, Youtube, Facebook, Twitter, TweetDeck, Instagram, Hootsuite, Canva, Trello, Whatsapp. Experience with the Adobe Suite (mostly Premiere & Photoshop) is a plus;
- Must have some experience with scheduling and coordination;
- Must have strong digital (written) and in-person (oral) communication skills;
- Must be able to keep information organized and confidential;
- Must be able to work independently and as part of a group;
- Must have familiarity with contemporary socio-economic justice movements issues;
- Must have a commitment to the mission and vision of Democracy at Work;
- Previous media, events, and social media experience preferred;
- Strong creativity, collaborative leadership skills, and the ability to self-start preferred.

Hours

40 hours/week, flexible schedule as needed to fulfill the role.

Payment

This is a full-time W2 position compensated at \$4,000/month. Candidate will start with a 90 day probationary period.

Benefits

Paid vacation days, a flexible work schedule, and room to grow.

Submit

If interested, please email both maria@democracyatwork.info and liz@democracyatwork.info with a resume and letter of interest.

Notice of Nondiscrimination

d@w is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of d@w to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, d@w is committed to maintaining a work environment that is free of unlawful discrimination and harassment.