

Durham Living Wage Project
Project Coordinator and Outreach Specialist

The People's Alliance Fund seeks a creative and dynamic professional to serve as Project Coordinator and Outreach Specialist for the Durham Living Wage Project (DLWP). The DLWP is a newly launched local employer certification program, designed to recognize "high road employers" who pay their employees a living wage. The coordinator will oversee the certification process with employers and work with the steering committee to grow the project. The coordinator will be instrumental in building and cultivating relationships with employers and managing the certification committee and process. The position is currently hiring for 10 hours per week, however candidates looking to grow with us and/or work on additional projects are encouraged to apply.

Job Duties:

- Act as primary contact with employers regarding certification and renewal.
- Recommend and document best practices.
- Recruit and manage volunteers.
- Manage Steering Committee- schedule meetings and set agenda, cultivate working relationships with committee members, summarize applications and lead discussions and recommendations for certifications.
- Follow up on concerns and audit a percentage of employers to ensure compliance.
- Work with the chair, steering committee and volunteers to publicize and promote the campaign and events (using social media, website and traditional media channels).
- Serve as the primary ambassador of the program to the Durham community. Spread the word about the program and the value of supporting living wage employers through public education presentations, building strategic partnerships, and presence at events.
- Administrative tasks including creation and distribution of certification packets, maintaining follow-up, meticulous record keeping on certified employers and volunteers.

Required Skills/Characteristics:

- Excellent relationship building, project management, communication, and collaboration skills.
- Must display a personal passion for the mission of Durham Living Wage Project.
- Exhibit both business savvy and an understanding of and commitment to progressive employment practices.
- Comfort with cultivating relationships with employers and ability to maintain confidential wage and benefit conversations.
- Be able to work independently, handling multiple tasks and completing assignments in a thorough, accurate and timely manner.
- Computer competence, including but not limited to: Web site management, Social Media/Marketing tools, Microsoft Office, Data Management and email.
- Experience in small business administration or non-profit management is helpful, but not required.

This job description materially represents the duties and responsibilities of this position. However, the coordinator may identify or be asked to perform other job-related tasks not specifically presented in this job description.

To Apply:

Send resume, cover letter and references with the subject line "**Project Coordinator**" to katefellmann@gmail.com. Application deadline is February 1, 2016.