

MAPJ CAMPUS ORGANIZER JOB DESCRIPTION

August, 2010

Position Purpose: Help campus groups be more effective.

Hours: Up to 10 per month

Schedule is flexible. If possible, coordinator should attend monthly Board meeting (7pm, third Thursday of the month). If that is not possible, coordinator will submit a written report.

The organizer is responsible to the Manhattan Alliance for Peace & Justice (MAPJ) Board of Directors. One Board member will serve as the primary contact. The coordinator/organizer will also work with other Board Members on MAPJ projects.

The organizer will maintain a log of hours and activities and submit it monthly for payroll purposes. The paycheck will be issued within a week after the hours are submitted.

Routine responsibilities:

1. Attend monthly BD meetings.
2. Meet with campus organizations and help them to coordinate efforts and events with each other and with MAPJ.
3. Act as a resource person for campus/high school groups.
4. Assist with campus meetings and event logistics as needed.
5. Assist with the production of fliers, posters and other publications.
6. Help and encourage student to attend leadership training and conferences.
7. Promote MAPJ.
8. Distribute the MAPJ newsletter on campus.

Qualifications:

1. Experience with at least one progressive organization
2. Knowledge of one social justice issue
3. Organizing skills/experience
4. Self-starter, able to work independently
5. Strongly supportive of MAPJ mission
6. Ability to work nights and weekends as needed
7. Ability to get around town reliably

Requirements: Phone, access to a computer and printer.