

## **MAPJ COORDINATOR JOB DESCRIPTION**

August, 2010

**Position Purpose:** Provide organizational support to Manhattan Alliance for Peace & Justice (MAPJ)

**Hours:** Up to 20 per month

Schedule is flexible with need for occasional evening and weekend hours.

The coordinator is responsible to the MAPJ Board of Directors. One Board member will serve as the primary contact. The coordinator will also work with other Board Members on MAPJ projects.

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

### **Routine responsibilities:**

1. Attend monthly BD meetings and take minutes.
2. Prepare and distribute minutes via email soon after the board meetings.
3. Remind BD Members of duties agreed to at board meetings.
4. Assist BD Chair in preparing meeting agendas.
5. Provide office/clerical support to Board.
6. Maintain and update the MAPJ website.
7. Coordinate volunteers for events and activities.
8. Maintain accurate organized records.
9. Assist with meeting and event logistics as needed.
10. Assist with the production and distribution of fliers, posters and newsletters.
11. Assist with preparation of mailings.
12. Assist Treasurer with grant applications and other fundraising tasks.
13. Assist with the maintenance of the MAPJ mailing list and listservs.
14. Assist with project evaluations
15. Other duties as assigned.

### **Preferred Qualifications:**

1. Experience with at least one progressive organization
2. Knowledge of social justice issues
3. Organizing skills/experience
4. Grant-writing ability
5. Good computer and Internet proficiency, including word processing and web/e-mail experience
6. Good self-motivation, ability to work independently
7. Strong support of MAPJ mission
8. Ability to work nights and weekends as needed
9. Ability to get around town reliably

**Requirements:** Phone, access to a computer and printer.