

SisterSong

Membership Program Assistant

Job Description

Full Time position available immediately

Compensation: \$30,000 annually. Employer paid medical, dental and vision benefits. Participation in SIMPLE IRA after one year of employment.

Preferred start date: March 1, 2010

Description

SisterSong was founded in 1997 by 16 local, regional and national grassroots organizations in the United States. The Collective was formed with the shared recognition that as women of color we have the right and responsibility to represent ourselves and our communities. The mission of SisterSong is to amplify and strengthen the collective voices of Indigenous women and women of color to ensure reproductive justice through securing human rights. SisterSong is committed to educate women of color on Reproductive and Sexual Health and Rights, and work towards the access of health services, information and resources that are culturally and linguistically appropriate through the integration of the disciplines of community organizing, Self-Help and human rights education.

We believe in a model of organizing women of color for reproductive justice as a part of an effective movement building strategy. Our base-building approach is centered on mobilizing women of color around their lived experiences. We believe in building a movement by bringing women of color together, encouraging our collective sustainability through mentoring and self-help, providing a framework that resonates with our lived experience, and organizing and mobilizing to affect change.

Position Summary

The Membership Program Assistant (MPA) will employ organizing and communications skills to coordinate SisterSong's national membership program. The MPA will help the Collective to promote the reproductive justice framework among its membership and communicate who we are and what we do to the larger social justice community. The Membership Program Assistant is responsible for the recruitment and retention of SisterSong individual and organizational members, and for further developing our membership program's requirements and benefits.

Primary Duties

Approximately 50% of the MPA's time will be spent on the SisterSong National Membership Program. Duties in this area will include:

- Receive and process membership first-time applications and renewal memberships
- Maintain correspondence with members
- Research organizational membership programs in order to further develop SisterSong's national membership program
- Maintain membership and donors database (DonorPerfect)

Approximately 30% of the MPA's time will be spent assisting the National Advocacy Coordinator with policy and advocacy activities. Duties in this area will include:

- Assisting with rapid response system for Advocacy Program
- Crafting action alerts and bi weekly updates for membership on policy efforts.
- Executing membership recruitment plan in coordination with Advocacy efforts.

Approximately 20% of the EAC's time will be spent on the Reproductive Justice Training Program. Duties in this area will include:

- Travel to different locations throughout the United States to do Reproductive Justice Trainings for organizations and individuals

- Work with the RJ training team to continue development of the RJ Training Program
- Prepare and present workshops and educational sessions on the Reproductive Justice framework for conferences, meetings, and other public events

Qualifications

The ideal candidate will be a strategic thinker with significant organizing, communications, and advocacy experience. Candidate must possess excellent oral and written communications skills in English, proven initiative and follow-through, the ability to work quickly and well under pressure in diverse professional environment, and a commitment to human rights and reproductive justice. Bilingual capability is a plus. Experience facilitating or training in a workshop or similar setting necessary. Knowledge of popular education theories and methods is also desired.

Job Requirements

- Experience in community organizing, legislative or public policy preferred.
- Excellent written and verbal communication skills required.
- Minimum of two years of experience working with the communications and/or message development.
- Knowledge of and experience working with the reproductive justice framework strongly desired.
- Minimum of two years organizational and/or program development, including facilitation and training experience required.
- Minimum of two years non-profit organization experience required.
- Proficiency in Microsoft Office programs (Word, Excel, Access, Powerpoint, Publisher).
- Experience developing and delivering public presentations.
- Demonstrated commitment to working for racial, gender and environmental justice, sexual and reproductive rights, as well as the rights of people with disabilities, youth, and elders.
- Demonstrated level of community involvement preferred.
- Ability to work cooperatively and in a team environment with peers and superiors.
- Travel required approximately 25% of the time.
- You must be able to complete a writing test.

To apply:

Submit résumé, published writing sample, and 3 references to:

Heidi Williamson,
National Advocacy Coordinator
1237 Ralph David Abernathy Blvd., SW
Atlanta, GA 30310
Phone: 404-756-2680
Fax: 404-756-2684
Email: Heidi@sistersong.net

SisterSong is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. We particularly encourage applications from women of color, queer people, immigrants, and people with disabilities.

We welcome applicants from across the United States, but SisterSong will not pay for travel expenses for the application process nor for moving expenses.