



Position Opening

Director of Education and Communications

Chicago, IL

The North American Students of Cooperation (NASCO) is seeking Director of Education and Communications. The Director of Education and Communications has overall responsibility for member communication and public relations. The Director of Education and Communications collaborates with the Director of Education and Training to plan and coordinate the annual NASCO Institute, Staff and Managers Conference, Emerging Co-op Leaders Program, Anti-Oppression Education, and Board meetings.

NASCO is a 501(c)3 nonprofit association of cooperatives in Canada and the U.S., which serves student and community-based organizations that embrace community and cooperative education. NASCO was founded in 1968; it has grown to include several affiliated organizations, whose combined mission is to organize and educate affordable group-equity cooperatives and their members for the purpose of promoting a community-oriented cooperative movement. To this end, NASCO provides its member cooperatives with operational and asset management assistance, and supports the development of new cooperatives. NASCO teaches leadership skills, provides information, and serves as the central link facilitating the fruition of the cooperative vision within the group-equity cooperative housing sector. By strengthening our part of the co-op movement, we believe we can strengthen the future of cooperatives generally.

The ideal candidate will have:

- Self-direction and strong organization skills
- Experience with event planning and promotion
- Experience in marketing or public relations
- Ability to communicate effectively in a variety of formats
- Ability to work with persons from diverse backgrounds, sexual orientations, and gender identities.
- Personnel and volunteer management skills (ability to delegate and supervise)
- Ability to interpret financial statements
- Demonstrated commitment to social justice and anti-oppression work
- Demonstrated commitment to professionalism
- Experience working with a non-profit/cooperative board of directors
- Experience with word processing, spreadsheets, and design software, in a non-profit setting
- Experience working with cooperative communities, college students, and young adults
- Experience with collaborative or consensus-based decision-making
- Degree from a 4-year college or University, or equivalent experience
- Clear sense of commitment to the mission of NASCO

The starting salary ranges from \$24-\$28,000/year with medical benefits, averaging 40 hours/week. Expected start date is January 10, 2011. The position is based in Chicago and requires regular travel to member co-ops, conferences, and board meetings.

NASCO does not discriminate on any basis including sexual orientation, race, creed, color, spirituality, gender identification, sex, national origin, disability, veteran status, or familial status.

Women, transfolk, and people of color are encouraged to apply.

Cover letters and resumes accepted on a rolling basis to jobs@nasco.coop through October 25, 2010



Position Description

Director of Education and Communication

Position Summary: Has overall responsibility for NASCO communications and shares responsibilities for developing and conducting NASCO educational programs and services.

Reports to: NASCO Executive Director

Principal Functions and Responsibilities:

1. Manage all internet-based member communications, including:
 - Publish bi-monthly online Co-op Voices newsletter - solicit articles, edit content, post online and create email version
 - Regularly update and maintain website content (drupal platform)
 - Moderate member email lists, and respond to email inquiries
 - Coordinate online internship network. Gather host organizations, publicize to membership, maintain web page
2. Coordinate all planning and implementation for NASCO Educational Programs with the Director of Education and Training. Programs include the annual Cooperative Education and Training Institute, Staff and Manager's Conferences, and Emerging Co-op Leaders. Coordinating duties include:
 - Recruiting presenters, designing and distributing promotional materials
 - Arranging conference space, meals, housing, travel, equipment needs, etc.
 - All physical set-up, operations, and take-down
 - Enabling volunteers, Board members, and other staff to contribute to the Programs
 - Evaluating, reporting, and budgeting for future Programs
3. Maintain regular engagement with other staff, participating in bi-monthly staff and team meetings and yearly planning retreats. Participate in managing the central office.
4. Provide direct support to the NASCO Board of Directors in governance functions, such as elections, meetings, and trainings.
5. Provide regular NASCO services to members, including site visits, workshop facilitation, dues administration, correspondence, filling merchandise orders, and assisting in coordination of regional conferences.
6. Contribute to the development of anti-oppression education programming, through improving existing NASCO Programs, researching potential partnerships, engaging in fundraising, maintaining resources available via the NASCO website, assisting member co-ops in regional efforts, and supporting analysis within the NASCO Family of organizations.