

JOB DESCRIPTION:**Conference Organizer Internships (2)**

Ann Arbor, Michigan

Anticipated start date: September 15, 2016

End date: November 16, 2016

The North American Students of Cooperation (NASCO) is a non-profit organization that provides educational, training and consulting programs for campus-based cooperatives in the United States and Canada. NASCO's major activities include an annual conference, the NASCO Cooperative Education and Training Institute, member training, consulting services, and career development programs. The main NASCO office is in Chicago, IL

General Accountability

The Conference Organizers are responsible for planning and coordinating the on-site logistics for NASCO's Cooperative Education and Training Institute, to be held November 11-13, in Ann Arbor, MI. The conference organizers are directly responsible to the Director of Operations, who has overall responsibility for the logistical planning of Institute.

There are two positions, an Events Organizer and a Logistics Organizer. The two interns are expected to work together on several of their job duties.

This position may be filled by one person.

Timeline of Specific Responsibilities

Events Organizer	Logistics Organizer
<p>September</p> <ul style="list-style-type: none"> • Assist the Director of Operations with attending all house and board meetings at Ann Arbor co-ops to promote Institute and request housing (as early in September as possible) (with Logistics Organizer) • Find two volunteers to lead tours of the ICC, at 1pm and 3pm on Friday November 11th. • Find an ICC house to host the Friday night film screening 	<p>September</p> <ul style="list-style-type: none"> • Assist the Director of Operations with attending all house and board meetings at Ann Arbor co-ops to promote Institute and request housing (as early in September as possible) (with Events Organizer) • Find three to five local sponsors (advertisers) for restaurant guide • Reserve A/V equipment through the University of Michigan
<p>October</p> <ul style="list-style-type: none"> • Follow-up with ICC and other Ann Arbor co-ops (The Hive, Heiwa House) to secure housing. • Find childcare providers for participants requesting childcare during the conference • Coordinate rides for tours in Ann Arbor 	<p>October</p> <ul style="list-style-type: none"> • Follow-up with ICC and other Ann Arbor co-ops (The Hive, Heiwa House) to secure housing. • Review and update Restaurant Guide • Recruit local volunteers to assist with "last minute" conference tasks • Create materials for Institute attendees

<ul style="list-style-type: none"> • Work with tour guides to create tour routes and materials 	<p>about housing – descriptions, contact info, house rules (by October 28th)</p>
<p>Week before Institute</p> <ul style="list-style-type: none"> • Print and post Institute info at all housing locations (with Logistics Organizer) • Create event signs 	<p>Week before Institute</p> <ul style="list-style-type: none"> • Print and post Institute info at all housing locations (with Events Organizer) • Arrange to pick-up projectors for Institute weekend
<p>Institute Weekend – November 11-13th</p> <ul style="list-style-type: none"> • Assist with physical set-up, operations, and take-down of the Institute • Coordinate tour participants on Friday (requires daytime availability) 	<p>Institute Weekend – November 11-13th</p> <ul style="list-style-type: none"> • Assist with physical set-up, operations, and take-down of the Institute • Coordinate projectors for workshops • Return projectors after Sunday at 4pm.
<p>Ongoing</p> <ul style="list-style-type: none"> • Check in regularly with NASCO staff via phone and email • Assist the Director of Operations that participant accessibility needs and requests are met • Assist with communication with ICC house presidents • Other tasks may be assigned by mutual agreement 	<p>Ongoing</p> <ul style="list-style-type: none"> • Check in regularly with NASCO staff via phone and email • Assist the Director of Operations that participant accessibility needs and requests are met • Assist with communication with ICC house presidents • Other tasks may be assigned by mutual agreement

Qualities Needed

The Conference Organizer must be a highly motivated person with a strong desire to create and implement service programs that are of maximum benefit to the group equity cooperative movement. Qualities needed include strong organizing and communication skills, and ability to work both independently and as a team. Preferred qualifications include meeting & planning skills, experience with fundraising, and familiarity with Ann Arbor housing co-ops.

Candidates should have a strong commitment to creating an event that is accessible for all who wish to participate and eliminating racist, sexist, classist, homophobic or other oppressive language or behaviors.

Experience with campus housing and/or retail cooperatives is strongly preferred. For the Event Organizer, strong connections to ICC members is preferred. For the Logistics Organizer, strong connections to the UM or Ann Arbor community is preferred.

Preference is given to a current ICC-Ann Arbor member.

Term of employment and compensation

Each position requires 5-10 hours/week; workload will be highest in late September and early October, and from November 1st to 15th.

Compensation:

\$600 for each position, or \$1000 if both positions are filled by one person. Half of the stipend will be paid on October 15, and half will be paid on November 16 after all duties are completed.

To Apply

Send a cover letter and résumé to Rek (rek@nasco.coop), Director of Operations at NASCO.

NASCO is proud to be an Equal Opportunity Employer!