

## **USAS is Hiring New Staff!**

**United Students Against Sweatshops (USAS) is currently hiring for THREE full-time staff positions — Development Coordinator, Domestic Campaigns Coordinator, and International Campaigns Coordinator.** Each position requires a two-year commitment, a dedication to social and economic justice, and a willingness to work independently. The position offers a competitive non-profit salary, health and dental benefits, and flexible vacation time. People of color, immigrants, women, working class, and lesbian, gay, bisexual, transgender, queer, and questioning people are strongly urged to apply.

USAS is a student-run organization with chapters on high school, college, and university campuses across the United States and Canada. These chapters run exciting grassroots campaigns focused on issues of worker rights and social and economic justice -- from our campuses and communities to the factories and plants across the world that manufacture garments and other products for U.S. corporations and universities. The staff works closely with students to support ongoing campus organizing; coordinates the activities of local organizations into international actions and campaigns; puts together meetings, trainings, and conferences; maintains communication and coordination with domestic and international allies; and facilitates the infrastructure development of a dynamic movement.

*Please indicate your job preference in your cover letter; however, you may be offered a position other than your indicated preference. In addition to the questions below, please submit a resume and cover letter. Please send your completed application to [register@usasnet.org](mailto:register@usasnet.org) by March 15, 2008. USAS staff will receive \$30,000 per year, a comprehensive health benefits package, and a union contract. All staff will be required to be based out of Washington, DC. The staff positions will begin in June.*

## **Job Descriptions**

### **INTERNATIONAL CAMPAIGNS COORDINATOR:**

The International Campaigns Coordinator will be responsible for supporting students working on all of USAS's international campaigns, focusing primarily on our work with licensed apparel and university contracting. The main focus of this work will be on the campaign to implement the Designated Suppliers Program, with a secondary focus on the campaign to hold Coca-Cola accountable for their human rights abuses in Colombia. These responsibilities include campaign support and guidance, outreach to new schools, leadership development, materials development, and any other tasks that will help to support and encourage students working on these campaigns. The International Campaigns Coordinator will also be responsible, along with other members of the staff, for organizing conferences, coordinating a summer internship program, maintaining and developing relationships with ally organizations, supporting and encouraging the student leadership, and organizational development. The International Campaigns Coordinator will be expected to spend a good deal of time working with students on their own campuses, meaning that they will be traveling a minimum of 25% of the time. In addition, this position will require 2-4 weeks each year of international travel in order to develop stronger relationships with our international partners.

### **DOMESTIC CAMPAIGNS COORDINATOR:**

The Domestic Campaigns Coordinator will be responsible for coordinating campaigns focusing on U.S. workers, developing relationships with U.S. unions and other domestically-focused allies, as well as focusing on student leadership development, which includes campus visits and attending conferences. Specific campaign areas will include living wage campaigns, union organizing solidarity campaigns, and the National Right to Organize campaign. These responsibilities include campaign support and guidance, outreach to new schools, leadership development, materials development, and any other tasks that will help to support and encourage students working on these campaigns. The Domestic Campaigns Coordinator will also be responsible, along with other members of the staff, for organizing conferences, coordinating a summer internship program, maintaining and developing relationships with ally organizations, supporting and encouraging the student leadership, and organizational development. The Domestic Campaigns Coordinator will be expected to spend a good deal of time working with students on their own campuses, meaning that they will be traveling a minimum of 25% of the time. In addition, the Domestic Campaigns Coordinator will be responsible for maintaining relationships with and fundraising from domestic union partners.

### **DEVELOPMENT COORDINATOR:**

The Development Coordinator will be responsible for overseeing the infrastructural development of United Students Against Sweatshops. The Development Coordinator's primary responsibility will be to coordinate USAS fundraising and finances, which will include grant writing, securing union support, outreach to individual donors, and any financial management that the organization might require. The Development Coordinator will also be responsible for student leadership development, non-campaign specific materials production, and will provide support where needed for all USAS campaigns. The Development Coordinator will also be responsible, along with other members of the staff, for organizing conferences, coordinating a summer internship program, maintaining and developing relationships with ally organizations, supporting and

encouraging the student leadership, and organizational development. In addition, this position will require 2-4 weeks each year of international travel in order to develop stronger relationships with our international partners.

## **QUALIFICATIONS**

- Experience as a student/youth organizer; preferably some experience with USAS and/or the student labor movement
- Knowledge of/experience with the labor movement
- Bookkeeping and database general skills
- Strong commitment to building diverse leadership and combating oppression
- Ability to work independently and in groups
- Ability to manage and direct one's own work
- Financial management skills and fundraising experience a strong plus; additional training will be provided
- Previous office experience is a strong plus
- Experience and skills with web design is a strong plus

## **PLEASE RESPOND TO THE QUESTIONS BELOW**

1. Describe your organizing experiences, with particular attention to student organizing and/or organizing for worker rights.
2. Describe a campaign that you helped organize as a student. What lessons did you learn from that experience that you would like to pass on to future student organizers?
3. Describe a success and a challenge from your organizing. Focus, if possible, on campus organizing.
4. How would you build the organizational infrastructure of USAS? Alternatively, describe an experience you have had building and sustaining an organization.
5. How would you work to fight racism, sexism, classism, heterosexism, and other forms of identity-based oppression in USAS? Alternatively, describe how such forms of oppression have intersected with your organizing.
6. What's the most successful thing you've done to promote leadership development in those you work with? How would you replicate this on an organizational level?
7. Describe an experience you had with working with a team. How did you deal with any disagreements that may have arisen?
8. Describe an experience you had with building a coalition and/or working closely with an organization of which you are not a member. Focus specifically on the development of those relationships, and how you dealt with any difficulties that may have arisen.
9. What do you do to avoid burnout? How can you help student leaders to avoid burnout?
10. What is your vision of USAS, or for the student labor/community activist movement over the next several years?
11. What languages do you speak? Are you fair, proficient, or fluent in speaking, listening, reading, and writing?
12. What computer/web skills do you possess?
13. When are you available to start working for USAS?

14. Do you identify as a woman, as a person of color, as a lesbian, gay, bisexual, transgender or queer person, AND/OR as a working class person? [OPTIONAL]
15. Please send us a resume that includes:
- a. Past internship experiences
  - b. Positions of responsibility or leadership that you have held
  - c. Organizing experience
  - d. Volunteer work
  - e. Relevant academic coursework or research
  - f. Anything else that you think we should know about you
  - g. Three references

*USAS is an affirmative action/equal opportunity employer.*