



Job Opening: Membership and Programs Coordinator

The Cooperative Economics Alliance of NYC (CEANYC) seeks a **Membership and Programs Coordinator**. This person will work remotely (though must be based in NYC) and support CEANYC 20-25 hours per week with programs, operations, membership outreach, communications, and other key tasks. This position will be compensated at \$25/hour, include 12 days of paid vacation, and may include health insurance benefits. There is ample room to grow in this position and, pending funding, there is potential for hours and responsibilities to be expanded.

About CEANYC

[The Cooperative Economics Alliance of NYC](#) is a cross-sectoral alliance owned and managed by its 120+ members, including: worker co-ops, food co-ops, community development credit unions, mutual housing, low-income housing co-ops, community land trusts, community gardens, CSAs, and individual New Yorkers.

Our goal is to build an economy based on values of social and racial justice, ecological sustainability, cooperation, mutualism, and democracy.

We currently strengthen and expand our member groups and networks through three major programming areas: Leadership Development and Technical Assistance, Policy and Advocacy, and Research and Visibility.

The Membership and Programs Coordinator will report to CEANYC's one other staff person, our full-time General Coordinator, and will be supported by our board's Labor Committee. We recognize that not all candidates will have the full set of desired qualifications; if you have most of them, we encourage you to apply.

Who You Are

CEANYC seeks a Membership and Programs Coordinator who is passionate about social change and racial justice, and eager to build NYC's solidarity economy.

We are looking for a candidate who has:

- Excellent writing skills
- Strong project management skills and keen attention to deadlines
- Experience with data management systems like Powerbase, WordPress, Google Drive, Zoom, Slack, and Canva or Adobe Creative Suite
- Training in anti-oppression analysis and practices
- Experience coordinating volunteers
- Experience working in collective or cooperative settings
- Familiarity with consensus decision-making
- Nonprofit administrative experience (budgeting, working with fiscal sponsors)
- Experience with event coordination
- Ability to solve problems creatively
- Demonstrated ability to work independently and remotely
- Experience working in multi-racial and diverse organizations

Desired qualifications include:

- Familiarity with cooperatives and the Solidarity Economy framework, especially the cooperative landscape in New York City
- Spanish-language fluency
- Familiarity with maintaining grant and reporting calendars
- Designing and offering political education programs, particularly using a popular education frame
- Experience training and leading volunteer teams

This position is an excellent fit for a person who needs a flexible schedule and who can handle managing multiple projects simultaneously. Hours are typically within the 9-5 weekday window, with the exception of programs that run on evenings or weekends (approximately 1-3 per month), and are determined with the General Coordinator. We are a growing organization and looking for someone who likes the challenge of a start-up and being part of a small but diverse team that is a mix of paid folks and volunteers.

We are especially interested in applicants with experience living, working, or volunteering in CEANYC member organizations, and those who are from the communities where CEANYC members are based. CEANYC is an equal opportunity employer and women, people of

color, LGBTQIA+ people, disabled people, and those from all other NYC and NYS protected classes are encouraged to apply.



Duties include:

Membership and Outreach (35%)

- Recruiting new CEANYC members and supporters
- Engaging existing CEANYC membership, including by conducting field visits and phone calls with members to assess their needs and priorities

Programs (35%)

- Actively supporting the implementation of CEANYC’s pre-existing programming, such as the Cooperative Leadership Intensive and “Friends of CEANYC” Giving Circle
- Researching, proposing, and supporting the implementation of new programming and public events based on CEANYC member needs and priorities

Administrative (20%)

- Maintaining CEANYC’s member database
- Participating in CEANYC board committee work

Communications and Operations (10%)

- Directly managing CEANYC’s Instagram, Twitter and Facebook accounts and supporting the production of our quarterly newsletter
- Managing email and other inquiries; routing to appropriate contact for follow-up

To apply

- Please send a resume and cover letter to organize@gocoopnyc.com with the subject line, “Name + CEANYC Membership and Programs Coordinator”

- Also please include three references and a work sample (something you created for your work that you are proud of and tells us something about who you are as a professional, no more than 2 pages of text)