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Job Description

COOPERATIVE DEVELOPER

AGENCY BACKGROUND:

Northern Manhattan Improvement Corporation (NMIC) is a community-based, not-for-profit organization founded in 1979 that has grown into a leading multi-service agency with over 120 staff serving New York City with a focus on upper Manhattan and the Bronx. Our mission is to serve as a catalyst for positive change in the lives of the people in our community on their paths to secure and prosperous futures. Integration is the cornerstone of NMIC's programs, and our staff can identify and address a broad array of immediate needs through comprehensive crisis intervention services. With their crises resolved, clients move seamlessly to capacity building services through our holistic programs designed to transition individuals and families to self-sufficiency.

- Our **Legal Services, Social Services, and Weatherization** programs meet community members' basic needs including housing, income, nutrition and health.
- Our **Community Organizing** program empowers groups of residents to collectively secure longer term and larger scale improvements to their own basic needs.
- Our **Education & Career Services** program imparts individual community members with the practical tools necessary to build secure and prosperous futures.

Job Title: Cooperative Developer
Department: Education & Career Services
Reports To: Cooperative Development Program Coordinator
Location: Main Office: 45 Wadsworth Avenue, NY, NY 10033
FLSA Status: Non-Exempt

SUMMARY OF RESPONSIBILITIES:

NMIC has been developing affordable housing cooperatives since the 1990s and worker cooperatives since 2011. Our Cooperative Development Program grew out of our Community Organizing Program and reflects our belief that residents should have a say over how resources are distributed in the community and that assets and jobs should remain in and be controlled by the community. We endeavor to create jobs with fair wages, safe working conditions, and respect for the environment.

We are looking for a Cooperative Developer to provide support to Ecomundo Cleaning, the green cleaning cooperative that we launched in 2012, and NannyBee, a nanny-owned cooperative launched in 2017 in collaboration with Center for Family Life.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Support the ongoing development of worker cooperatives, including working towards achieving financial independence, by providing technical assistance in the areas of democratic governance, leadership development, and business management.

- Attend and help facilitate weekly or bi-weekly general meetings and committee meetings in the evenings and occasional weekends.
- Support the development of the back office for the businesses. Provide customer service and database management support for NannyBee and help to supervise both coops' office processes (customer service, bookkeeping, management of database of clients, etc.).
- Develop, review and assist in implementing marketing strategies with coop members. Support outreach to the media, social media marketing, and other strategies.
- Prepare curriculum and help facilitate workshops for members, as well as coordinate training with other facilitators and groups within the cooperative movement or with outside professionals.
- Participate in organizing with local initiatives including the "We Rise" Nanny Training program and other domestic worker and cooperative initiatives.
- Participate in workshops, conferences and meetings within the local and national worker cooperative movement

Additional related responsibilities may be assigned.

QUALIFICATIONS:

- A strong interest or background in worker cooperative development, community organizing, or worker and immigrant rights.
- 2-3 years of experience working with community groups, including facilitating meetings and workshops and conducting outreach in low-income communities, especially Latinx immigrant communities strongly preferred.
- Fluency in written and spoken English and Spanish required, and ability to understand and explain financial and legal concepts both languages.
- Experience in business management and development preferred.
- A creative thinker who learns quickly and is interested in developing a variety of new skills, manages multiple tasks to meet deadlines, and can work both independently and as part of a team.
- Experience with media, communications, and marketing a plus.

SALARY/BENEFITS

NMIC offers a competitive salary based on experience and education as well as a comprehensive benefits package including medical, dental, life, and disability insurance; paid time off including 20 vacation days, 15 sick days, 5 personal days, and 12 agency holidays; a 401k with agency contribution; and other benefits.

NMIC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:

NMIC is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.

TO APPLY: Please submit cover letter and resume to Jennifer Welles, Cooperative Development Program Coordinator, jenniferwelles@nmic.org by **May 7, 2019**.

All attachments should be in word or PDF form. No phone calls, please. Position available starting June 2019.