

PO Box 1080
184 S. Main Street
Washington, PA 15301



P) 724.229.3550
F) 724.229.3551
www.coalfieldjustice.org
info@coalfieldjustice.org

AmeriCorps Position: Membership Coordinator
January 11, 2010 – August 19, 2010

Working for better laws and enforcement for everyone harmed by coal

The AmeriCorps Membership Coordinator will work out of the Washington, PA office on environmental and social justice issues, primarily addressing problems that arise from coal mining and related activities. This position is provided through a partnership with the Pennsylvania Mountain Service Corps (www.pmsc.org). The Coordinator must have clear writing and oral communication skills, and be able to assist in developing an expanded membership base to work on improving the quality of life in the coalfields.

Responsibilities

This is an ideal position for those looking for experience in writing, communicating, and coordinating with individuals and groups on local and regional projects. The Membership Coordinator will be responsible for assisting CCJ staff to help organize members and membership data. The Coordinator will work on the following tasks:

- Develop and implement volunteer outreach and management plans;
- Create and help implement community action plans on environment related issues (ex. stream loss, longwall mining);
- Coordinate community outreach events including, but not limited to, CCJ Annual Banquet, member group trainings, workshops, etc;
- Plan and help facilitate community meetings on environment related issues;
- Provide educational presentations on SWPA mining-related impacts to local schools and community groups;
- Promote the concept of sustainability to the public, colleagues and fellow professionals through talks, tours, literature, displays, and workshops;
- Maintain CCJ membership database and help to train volunteers to use CCJ membership database.

Communication:

- Assist in development and publication of quarterly newsletter and a monthly e-newsletter;
- Work with members and member groups to coordinate around issues and events. This includes making telephone calls, arranging meetings, development and distribution of action alerts, and organizing participation in activities like protests, public conferences, and other events.

Recruitment:

- Help staff put together mailings for events, invitations, or information packets to send to members or otherwise distribute throughout the community;
- Participate in meetings and help organize events that encourage membership (open houses, etc.).

Requirements

Interns must be able to:

- Provide their own transportation to the office located in Washington, PA;
- Work well under pressure and take deadlines seriously;
- Have strong communication skills;
- Work effectively and creatively with diverse people and groups;
- Be proficient in Microsoft Word, Excel, and PowerPoint applications.

“Justice for Coalfield Citizens”

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Compensation: The Center for Coalfield Justice is an equal opportunity employer. This position is an AmeriCorps position, and as such, compensation is determined by federal government guidelines. There is a stipend of \$377.18 every two weeks and a \$2362.50 education award upon successful completion. Additional information on compensation can be found through the Pennsylvania Mountain Service Corps website at <http://pmsc.org/becomemember.htm>.

Interested applicants should send a cover letter and resume to:

Raina Rippel
Center for Coalfield Justice
P.O. Box 1080
Washington, PA 15301

Electronic submissions are preferred. Submit to: Raina@coalfieldjustice.org

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