



Stone Soup

Position Available:
Stone Soup Administrative Coordinator

Announcing an opportunity for a paid position with the exciting community-building project, Stone Soup Artists/Activist Collective and Community Resource Center. With this Administrative Coordinator's help, Stone Soup will rebound from our devastating fire even stronger and more energized for movement building in Worcester. In addition to rebuilding our community center, an upcoming capital campaign will allow us to reduce our energy consumption by 75%, build greater collective ownership and financial stability, finish a commercial kitchen and collective living space, and purchase adjoining land for future improvements.

Responsibilities:

- Maintain membership and donor database
- Maintain up to date task management list
- Follow up with members to assure completion of tasks

Skills Required:

- Experience managing databases
- Comfort with computers, google documents, etc.
- Telephone and email skills
- Interpersonal skills

Ideal Candidate:

- Self-starter
- Work independently
- Sound decision-making skills

Compensation:

\$10-12/hr commensurate with experience
5-8 hours/week as an independent contractor

Please submit resume and cover letter to stonesoupworcester@gmail.com by 5pm, February. 22nd, 2010, or call Judy at (774) 239-8593 for more information.