

CHANGE to WIN

1900 L Street, NW
Suite 900
Washington, DC 20036

Operations Associate

Change to Win seeks an Operations Associate in its Washington DC headquarters. Looking for outstanding college graduates with demonstrated interest in the labor movement. Must be able to prioritize and handle multiple tasks, efficient and organized. Great learning experience.

Change to Win is a dynamic coalition of North America's most progressive labor unions and a leading force for social, racial and economic justice in our country today.

Responsibilities include:

- Receptionist
- Assist Senior Staff in monitoring budgets of organizing campaigns, including preparing and delivering budget reports for campaigns;
- Draft correspondence, edit, proofread and format documents;
- Track contracts; assist with space and logistics plans for campaigns;
- Assist Senior Staff with organizing meetings/conferences;
- Administrative support; and
- Travel coordination and expenses

Qualifications

B.A. is required. A successful candidate will possess strong analytical and communication skills; must be highly organized and efficient; detail oriented;. Must be a team player with ability to show grace under pressure. Prior work experience with a non-profit or a voluntary organization a plus. Must be technologically proficient (MS Office Suite; Lexis;). A commitment to progressive social change and demonstrated interest in the labor movement.

Competitive salary and excellent benefits. Women and people of color are strongly urged to apply. CtW does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, gender identity or expression, or veteran status.

To apply: Email cover letter, writing sample and resume to opportunities@changetowin.org