



# Center for Family Life in Sunset Park

Sponsored by SCO Family of Services

## **JOB ANNOUNCEMENT – June 2014 Cooperative & Small Business Developer - For the Center for Family Life's Cooperative Development Program (CDP)**

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The Center for Family Life in Sunset Park promotes and supports the founding of cooperative businesses as part of our community development initiative. Our mission is to provide support and consultation services to worker-owner cooperatives based on principles of social justice, equality, and democracy. We focus on helping to develop cooperatives that focus on fair wages, safe working conditions, and respect for the environment. Under the auspices of our Adult Employment Program, we have partnered with community members and incubated eight worker cooperatives and one collective since June 2006. Our work has received recognition by Speaker Christine Quinn, the GEO Collective, and the United Nations 2012 Year of the Cooperatives. In 2012 with the assistance of NY City Council we began to train Community Based Organizations to develop a cooperative incubation program at their respective sites.

### **A successful Cooperative Developer would have:**

- A strong interest/background in worker-cooperative business development, community organizing, worker/immigrant rights and,
- 2-3 years experience with social group work including meeting facilitation and coordination, democratic decision-making and mediation. Groups will range from 10 to 60 people.
- Ability to learn quickly and be interested in developing a variety of new skills; be able to manage multiple tasks and meet deadlines; have the ability to work both autonomously and in a team.
- Willingness to engage with the cooperative members, the customers of the coops, and other individuals and organizations supporting the development of the cooperative businesses.
- Experience interacting with the press as well as supporting cooperative members with public speaking engagements and networking.
- **Superior organizational, interpersonal and communication skills;** demonstrated experience of written and oral presentation skills.
- Entrepreneurial/Business skills are preferred.

### **Responsibilities will include:**

- Serve as one of the Developers for the Sunset Park Cooperatives as well as new projects that arise. Provide consultation based on the developmental stage of each coop.
  - Attend weekly and bi-weekly coop meetings in the evenings and weekends.
  - Support the various coop committees and the development of leadership of those members in particular.
  - Support the office managers of the various coops and the respective office committees.
- Develop new cooperatives based on the readiness and interest of CFL and the community members.
- Collaborate with ED and Development Staff with reporting to current funders.

- Coordinate process of legal incorporation and governance of coops with attorneys.
- Development of ongoing technical and leadership trainings.
- Develop, review and assist in implementing marketing strategy with coop members.
- Assist in maintaining customer contact database/member information.
- Work with members to develop sales promotions, e-newsletters, and updates to the website.
- Outreach to media.
- Attend annual cooperative conferences.

Geographic Location: Sunset Park, Brooklyn, New York.

Supervision: The Cooperative & Small Business Developer will report to the Director of Cooperative Development. Ongoing weekly individual and group supervision will be provided.

Hours: Full-time, 35 hours/week. Schedule varies week to week. There is an average of 1-3 evening meetings per week and some weekend meetings.

Languages: Able to write, read and speak fluently in Spanish and English.

Qualifications:

- B.A. or M.A. level in Social Work, Sociology, Community Development, Business, or other related field.
- Business development experience is preferred.
- Experience with community organizing.
- Experience with working in Latin@ immigrant communities. Work in other immigrant communities is a plus.
- **Must be a strong verbal and written communicator in English and Spanish.**
- Experience with media, and communications messaging a plus.

Salary: Commensurate with experience.

Benefits: Full health benefits, vacation and sick leave.

Application Process:

Applicants for the Cooperative Developer position should submit their full resume along with a cover letter that includes salary requirements by email to Maria Ferreira, Director of Adult Employment, at [mferreira@cflsp.org](mailto:mferreira@cflsp.org). Subject line should include: "Cooperative & Small Business Developer position." *Applications without the latter required documents will not be reviewed.*

NO PHONE CALLS PLEASE.

The Center for Family Life, which is a program of SCO Family of Services, is an equal opportunity employer. Women, people of color, LGBTQI identified people and people with disabilities are strongly urged to apply.