

# Wisconsin Labor History Society



## Employment Opportunity Executive Director (Part-time)

The Wisconsin Labor History Society is seeking a Part-time Executive Director to administer the operations of a 300-member-plus organization.

**Duties:** The executive director will be expected to maintain and up-date our membership files, to design and organize membership campaigns; to organize and administer two to three events each year; to direct social media campaigns, our online newsletter and a quarterly print newsletter; to oversee two annual campaigns for the Labor History in the Schools program; assist in maintaining financial records, plus other Administrative duties.

**Qualifications:** The ideal candidate should:

- Have experience in the labor movement or a deep commitment to the causes of workers.
- Have a working knowledge of basic computer programs, such as MS Word, Excel and financial software., or a demonstrated ability to use such programs.
- Have capability to organize events and perform the functions needed to manage a small nonprofit.
- Education: A Bachelor's Degree. (Experience may be substituted for the educational requirement).
- Working hours: Flexible (averaging 10 to 12 hours weekly). Society has fully equipped office in Milwaukee, although the executive director may perform some work remotely.

**Compensation:**

\$25 an hour, with a maximum expenditure of \$15,000 annually, unless additional hours are approved by the Board of Directors. Paid vacation of 4 weeks.

**About Us:** The Wisconsin Labor History Society was established in 1981 and is an affiliate of the Wisconsin Historical Society. It is dedicated to preserving the history of Wisconsin workers and their efforts to organize to improve the standards of living for all citizens. The Society also seeks to educate the general public, the state's school children and community leaders on the contributions of workers and their unions to Wisconsin's progressive history. The Society's membership is composed of union members, retired unionists, historians, educators and other interested persons. The Society is fully

supported by the Wisconsin State AFL-CIO and many local unions and labor councils. For more details of our activities, see our website: <https://wisconsinlaborhistory.org>.

**How to Apply:**

Send an email to [info@wisconsinlaborhistory.org](mailto:info@wisconsinlaborhistory.org). Put the word "Application" in the subject line. Your email should contain the following information:

- Name, Street Address, City, State, Zip, phone number, email address.
- List last three employers, your job title, duties.
- List three references, their contact information.
- In a few brief sentences, tell us why you believe you are suited for the job.

(Please note: You are encouraged to submit a resume that includes the above information.)

**Deadline for Applications:**

5 p.m. , Monday, August 31, 2022

**Any questions:**

Contact Steve Cupery, President, [cuperyweac@gmail.com](mailto:cuperyweac@gmail.com), or Ken Germanson, Executive Director, [kagermanson@wisconsinlaborhistory.org](mailto:kagermanson@wisconsinlaborhistory.org).

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