

## TERP Coordinator Job Description

*Begins July 2019 and is a 10 hour/week (up to 40 hours/month) part-time position*

*Compensation: \$20/hour*

The Thrive Employer Recognition Program (TERP) Coordinator is primarily responsible for managing this program on behalf of [La Plata County Thrive! Living Wage Coalition](#). The coordinator should solicit applications from at least 25 new employers annually, while promoting TERP and its currently certified employers, maintaining accurate and complete program records and documents, and leveraging efforts through maximum utilization of volunteers.

### Qualifications:

- Proficiency with Microsoft Word, Google Drive including Google Docs and Google Sheets, website maintenance (weebly.com), and Facebook and Twitter
- Volunteer coordination experience
- Excellent interpersonal and communication skills
- Ability to efficiently and effectively work independently
- Strong commitment to social justice and the living wage movement

### Job Duties & Responsibilities (listed approximately by amount of time spent):

- Manage recruitment, enrollment, and application renewals of employers, including creating or updating materials for this process to run efficiently
- Maintain employer communications and public outreach of TERP and its employers to consumers and community partners
- Recruit, train and oversee volunteers for TERP
- Maintain detailed and accurate records of all transactions
- Coordinate TERP Annual Employer Luncheon
- Develop and update annual program plan, including end-of-year evaluation
- Develop, review and update policies and procedures for TERP
- Produce marketing materials for program
- Serve as primary supervisor for Thrive's intern, when applicable
- Support Thrive's non-TERP related efforts as needed

Please visit [www.thrivelaplata.org](http://www.thrivelaplata.org) to learn more about Thrive! and its Employer Recognition Program. To apply for this position, please send a resume, cover letter, and 2 references to [thrivelaplata@gmail.com](mailto:thrivelaplata@gmail.com) by Friday, June 14.