

## **Centro Humanitario Para Los Trabajadores (Humanitarian Center for Workers)**

### **JOB DESCRIPTION: Worker Owned Green Cleaning Coop General Manager**

**Location:** Denver, Colorado

**Reports to:** Executive Director, Centro Humanitario Para los Trabajadores (Humanitarian Center for Workers)

**Status:** Full time

**Deadline to apply:** April 20, 2010

#### **POSITION SUMMARY**

Green Cleaning for Life, LLC is Denver's green cleaning worker owned cooperative that is run and controlled by workers. Founded by workers from El Centro Humanitario, Denver's day laborer organization, Green Cleaning is about to launch in early summer, 2010. The general manager is responsible for creating an infrastructure of this start up co-op with visions and dedication. The General Manager will be responsible for developing an infrastructure of the co-op, governance and daily operation, fundraising, marketing and technical assistance (such as green cleaning training) to workers.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- **Marketing (25%):** Initiate a marketing program to develop the co-op's initial client base. Conduct regional marketing campaign including local networking with institutional partners, targeted purchase of print advertisement, and other strategies. Activities include: identify local networks, attend local events and train members to represent the company at others, conduct customer surveys, educate potential customers about the benefits of least toxic cleaning, organize customer specials, prepare print advertisements, analyze customer sources. Protect market niche.
- **General Administration (25%):** Work with El Centro Executive Director to develop co-op policies, personnel ensure maintenance of member files and accurate records for annual licenses and registrations, tax identification numbers, legal, financial, and other records. Maintain insurance. Ensure coop is in compliance with all legal requirements. Development of coop operating agreements and personnel, operational and other policies, working with co-op board as appropriate.
- **Finance and fundraising (25%):** Develop annual budget. Generate financial reports and conduct regular financial analysis. Keep board and members informed and educated about coop's finance. Oversee contracts with bookkeeping and accounting and other business, educational and technical services. Work with accountant to prepare and submit annual taxes. Write grants or conduct fundraising plans as needed.
- **Member Training/Education (20%):** Build leadership of workers, have general meetings with workers on a regular basis, develop a green cleaning training materials, conduct green cleaning training to members as needed, develop a general educational materials on co-op. Foster a culture of worker-ownership among co-op members.

- **Other Centro Humanitario related activity (5%):** Participate in El Centro's staff meeting, El Centro's fundraising activities, staff retreat and other activities as requested.

## **POSITION REQUIREMENTS**

- Must be Bi-lingual (English-Spanish)
- At least five years of experience as solid supervisory position or manager.
- At least five years of experience in financial management and analysis, marketing
- At least five years of experience in fundraising. Must have a good record of fundraising through special event organizing or/and grant writing.
- Experience in industry and with cooperatively owned business preferred.
- Commitment to creating democratic workplace and social justice
- Multi task oriented person and excellent computer skills

**Salary:** Competitive salary commensurate with experience. Medical benefits and pension

**Deadline: April 20, 2010 Employment Start day: May 15, 2010**

**Application:** a cover letter describing your intention, three references, a resume and a writing sample (five pages) to Minsun Ji, Executive Director, [mji@centrohumanitario.org](mailto:mji@centrohumanitario.org) or

El Centro Humanitario

Attn: Executive Director, 2260 California Street, Denver, CO 80205