



Job Title:	<b>Staff Support Position</b>	Department:	
Office Location:	<b>2495 Main Street, Suite 438 Buffalo, NY 14214</b>	Position Type:	<b>P/T 28 hrs/wk \$19.25/hour, plus benefits. 6-9 month position, possible transition to permanent status funding dependent.</b>
Date Posted:	<b>10/6/2017</b>	Posting Expires:	<b>10/20/2017</b>

**Applications Accepted By:**

E-MAIL: <a href="mailto:JOBS@WNYCOSH.ORG">JOBS@WNYCOSH.ORG</a> LIST SUBJECT AS: <b>STAFF SUPPORT</b> Please include cover letter, resume, and 3 references. <b>INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.</b>	MAIL: <b>WNYCOSH</b> <b>2495 Main Street, Suite 438</b> <b>Buffalo, New York 14214</b>
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**Job Description**

**ORGANIZATION EXPECTATIONS**  
All employees are expected to practice the following:

- Commitment to OSH movement, social justice, worker justice, and WNYCOSH mission
- Ability to think creatively, strategically, and solve problems
- Commitment to a collaborative, cooperative organizational culture
- Comfortable working with multi-cultural, multi-ethnic, multi-lingual worker populations

**POSITION PURPOSE**  
WNYCOSH was founded in 1979 by labor, environmental, and public health activists. The founding conference was organized to raise public awareness about toxic exposures and illnesses at Love Canal and at the Goodyear plant in Niagara Falls, NY. Over the past 38 years, WNYCOSH has empowered hundreds of thousands of workers including young workers, refugee and immigrant workers, low-wage workers and workers in high hazard industries through direct training to identify, evaluate and control hazards in the workplace. The Staff Support position will assist with facilitating office operations, grant and financial reporting and communications

**ROLE AND RESPONSIBILITIES**

- Assist with financial and programmatic reporting
- Assist with materials reproduction and organization
- Design and produce organizational communications
- Assist with website and social media updates

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s degree and 2 years non-profit office experience or 5 years non-profit office experience
- Ability to communicate respectfully and comfortably with people from diverse backgrounds
- Demonstrated ability to work independently and as a part of a team
- Strong computer skills with expertise in Microsoft Office, Apple iWorks, and Wordpress CRM
- Strong oral and written communication
- Strong interpersonal skills

**PREFERRED SKILLS**

- Familiarity with macOS
- Familiarity with Quickbooks
- Understanding of accounting basics and financial reporting
- Familiarity with grant reporting
- Experience with social media, database management, and graphic design

WNYCOSH VALUES DIVERSITY AND INCLUSION WITHIN OUR ORGANIZATION.

*WNYCOSH STAFF ARE REPRESENTED BY TEAMSTERS LOCAL 264 AND IS A CLOSED SHOP*

