

COORDINATOR II, MEMBER ORGANIZING

The Member Organizing Department of the Writers Guild of America, West is currently seeking qualified applicants for the position of Coordinator II. This position is full-time, non-exempt (hourly) with full benefits and under the collective bargaining agreement between the PNWSU-WGSU and the WGAW. Compensation is commensurate with relevant experience. The annualized base salary range is \$60,471 – \$72,471.

The WGAW is an activist union representing thousands of writers of feature films and episodic content. Throughout its history, the WGAW has successfully secured creative rights, fair compensation, and premium benefits for its members, and recently reformed talent agency business practices to better align with the interests of writers. One way the WGAW builds power among writers is by providing them with the resources they need to understand, navigate, and confront challenges in the entertainment industry. In a landscape of corporate consolidation and technological change, an informed and organized membership has never been more important.

Under the supervision of the Director of Member Organizing, the Coordinator II provides administrative, organizational, event, communications, and research support for the department's programs, campaigns, and member enforcement efforts. The ideal candidate is highly organized, collaborative, detail-oriented, and enjoys working closely with staff, members, and teams across the organization.

ESSENTIAL FUNCTIONS

- Assist in the planning, implementation and coordination of departmental programs, initiatives and campaigns, and events.
- Track, enter, maintain, and analyze information in databases and generate reports as needed.
- Research and communicate with potential mentors, panelists, program participants, members, and attendees, as needed.
- Plan, coordinate and manage meetings and events, both virtual and in-person, including logistics, scheduling, vendor coordination, and on-site support.
- Run technical support for Zoom and remote meetings and take notes/minutes as needed.
- Provide information and support to members and non-members regarding Guild programs, campaigns, and services, including handling confidential or sensitive matters with professionalism and discretion.
- Manage department email accounts, phone lines, surveys, Zoom accounts, and related systems.
- Maintain organized department files, folders, and records.
- Conduct research projects and assist in preparing reports, presentations, and materials.
- Work collaboratively with Guild staff, departments, members, and volunteers to support organizational goals and campaigns.
- Provide administrative support including preparation and submission of department expense reports, mileage reimbursements, invoices and member communications.
- Other duties as assigned.

OCCUPATIONAL REQUIREMENTS

- Prior administrative or coordination experience required, with strong organizational and time management skills and excellent attention to detail.
- Excellent written and verbal communication skills required.
- Strong interpersonal skills and the ability to work effectively as part of a team.
- Must enjoy working with people and building positive working relationships with members, staff, and others.
- Ability to manage multiple projects and priorities in a fast-paced environment.
- Demonstrated initiative and ability to work independently once projects are assigned.
- Ability to navigate complex or politically sensitive situations with discretion, sound judgement and professionalism.
- Strong proficiency in MS Word, Excel, and related office software, with the ability to quickly learn new databases and systems.
- Experience hosting and supporting remote meetings and virtual events.
- Experience with Survey Monkey, MailChimp, or related communications platforms is a plus.
- Labor union, advocacy, organizing or nonprofit experience preferred.
- Knowledge of the entertainment industry is a plus.
- Must be available and willing to work evenings and weekends as needed.
- Must possess a valid California driver's license and reliable, insured personal transportation.

Interested applicants should email **cover letter and resume** to the Human Resources Department of the Writers Guild at [Recruitment](#).

The WGAW offers excellent range of benefits to employees, including: no employee premium for self-coverage in medical, dental, and vision plan; pension plan; 401(k) plan with partial employer match; 13 paid holidays; generous paid vacation leave and sick leave; and 12 weeks of paid parental leave (in coordination with statutory family and medical leave benefits).

For more information on the WGAW, please visit: www.wga.org

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.