



Vida Verde Women's Cooperative Coordinator – Part-time position available

Vida Verde, a project of the Brazilian Women's Group, is a successful housecleaning cooperative dedicated to using green products and methods. It was started in 2005 and funded by a grant from Tufts/NIOSH, under the umbrella of the Brazilian Women's Group (BWG). We are seeking an energetic, committed, bilingual (Portuguese/English) candidate who is community-oriented and a proponent of green practices. This is a 25-hour/week position. Working hours may increase depending on funding availability. Hours involve some evenings and weekends and occasional traveling. Salary is based on experience. Reliable transportation is necessary (with mileage reimbursement).

The Brazilian Women's Group (BWG) was started in 1995 by a group of Brazilian immigrant women of various backgrounds and occupations. The women hoped to "make a difference" in the wider Brazilian community, encouraging its members, particularly women, to stand up for their rights in the United States. The Brazilian Women's Group's Mission is *to promote the empowerment of Brazilian women and the Brazilian community in the Boston area.*

Skills and Requirements:

- Bilingual - written and spoken fluency in English and Portuguese
- University degree preferred
- Ability to communicate effectively
- Experience working as a housecleaner preferred
- Computer literate (MS Office, PowerPoint, familiarity with multimedia)
- Community organizing skills a must
- Familiarity with Brazilian culture and cultural competency is a big plus

Responsibilities include:

- interacting with clients, including estimates, problem-solving and follow-up
- organizing training sessions
- planning and running co-op meetings
- recruiting and supporting members
- community presentations, including to the media
- networking and outreach
- producing monthly and annual reports
- Keeping Coop files organized



The Co-op coordinator reports to the Executive Director of the BWG. The selected candidate must be available to start as soon as possible. A paid two-week training period will be provided.

Please send a cover letter and resume to: mulherbrasileira@verdeamarelo.org.