



The Women's Mining Coalition (WMC) mission is to advocate for today's modern domestic mining industry which is essential to our nation. WMC is a grassroots organization with members nationwide who work in all sectors of the mining industry including hardrock and industrial minerals, coal, energy generation, manufacturing, transportation, and service industries. WMC engages with members of Congress and their staffs, federal land management and regulatory agencies, and state governments to discuss issues of importance to the hardrock, coal, and industrial mining sectors.

WMC is seeking a Manager to contribute to our mission and to be a member of this winning team. The Manager reports directly to the president, with guidance from the Board of Directors. The position is part-time with a monthly time commitment of 40-80 hours depending on the need of the organization.

Our ideal candidate is:

- Enthusiastic; represents WMC with a passion and vigor for the mining industry and its success.
- Self-starting; a logical worker who can see needs and work independently.
- Media-Savvy; has a good understanding of the influence of the internet, social media platforms and traditional news channels, and how to use the platforms effectively
- Tech-savvy; a problem-solver who can use technology to work more efficiently.
- Team-focused; a helper who ensures other board members, stakeholders and partners have the information and resources they need to support the mission of the WMC.

We offer:

- A flexible work place: this position is a remote location career that offers a flexible schedule with occasional travel. The ideal candidate will be able to manage their time accordingly to complete the job requirements. There are several established monthly business meetings that must be attended and occasional travel to several industry-related conferences throughout the year.
- A dynamic team; WMC is a small organization with a large industry impact. You will work closely with board members to deliver impactful messages advocating for domestic mining.
- Room to grow; we value learning, wise growth and getting better every day.

POSITION RESPONSIBILITIES

Board Interaction - coordinate all board activities including:

- Coordinate with the board on the development of external communication materials
- Develop organizational goals and priorities and the plans and programs to achieve them
- Coordinate internal board meetings
- Participate in committee meetings

Membership

- Develop and maintain internal and external relationships
- Keep membership database current
- Lead an annual dues campaign for both individual and corporate membership renewals

Communication

- Distribute "Mining News with Your Morning Coffee" daily news email
- Actively post to social media platforms
- Distribute external communication messages to Congress and their staff
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Annual Fly-In

- Coordinate logistics, including securing hotel, meeting location, hosted events
- Work with board on fly-in communications including, meeting materials and member announcements
- Schedule Congressional meetings and organize member participants
- Work closely with other organizations like NMA and AEMA to craft white papers

EXPERIENCE AND QUALIFICATIONS

- Proven track record of facilitating and supporting organizational transformation
- Operations management, project management or strategic planning experience
- Experience in managing social media platforms
- Experience in the mining industry preferred
- Experience in the nonprofit sector is a plus
- Bachelors degree or equivalent experience in a senior level management capacity

To apply please submit resume and letter of interest to Employmentsearch@wmc-usa.org