Job Title: Wikipedia Secondary Assistant

Works With: The Wikipedia Secondary Assistant works with the Wikipedia Director, Wikipedia Assistant and the Communications Specialist. Works with the broader team of BLT employees and contractors as needed.

Reports directly to: The Wikipedia Director

Job Overview: The Wikipedia Secondary Assistant is an important support to the overall smooth operation and fulfillment of the organization's Wikipedia initiative. The individual will provide general support to the administrative needs of the Wikipedia initiative.

Duties:
- Aid Wikipedia Director in all managerial aspects of their job (excluding executive level tasks) including calendars and activities, organizing meetings, and sending reminders.
- Provide administrative support in planning and executing programming events, including errands, events, data entry, organizing, researching.
- Assist in the preparation and distribution of materials related to events.
- This position requires general record keeping and remote office organization. The Wikipedia assistant will coordinate special projects as needed and other duties as assigned.

Qualifications:
- Highly motivated, organized, and empathetic team-player
- Strong writing skills
- Flexibility, adaptability, and desire to learn new skills
- Ability to communicate effectively with a diversity of people
- Excellent organizational skills and ability to meet deadlines
- Proficiency in or ability to learn Asana and Google Workspace (docs, spreadsheets, etc) platforms
- Demonstrated investment in Black lives and the organization's mission.
- Wikicode fluency preferred

Expectations + Compensation: This position is part-time and hourly. The Wikipedia Secondary Assistant is expected to fulfill 8 hours a week via a flexible schedule with daytime availability. Compensation and benefits are commensurate with experience. Although this job can be filled remotely, there is a preference for candidates living in Chicago, IL willing to work in-person.