

AORTA GENERAL CANDIDATE CRITERIA

JANUARY 2018

The purpose of our hiring process is to select the best possible candidates to fulfill the duties of members of our cooperative. AORTA will assess qualification based on an individual's skills and ability, rather than credentials, degrees, or access to social power and resources. Our assessment criteria considers the skills and qualities outlined below.

Communication Skills

These skills include the following:

- Promptness in response to communication from clients and coworkers (emails, phone calls, etc.);
- Skill in giving, receiving, and integrating positive and constructive criticism;
- Works towards building harmony and unity within group;
- Approaches conflict directly and respectfully, and has skills in resolving conflict;
- Values direct and honest communication;
- Shares opinions freely while also making space to hear others' voices;
- Has strong writing skills.
- Fluency in one or more languages other than English. (Especially Spanish.)

Client Work and Facilitation

These skills include the following:

- Can manage multiple complex projects while remaining organized and not neglecting details;
- Competent working with organizations with sizes ranging from a few members to hundreds of members;
- Can efficiently and effectively manage time / doesn't over or under commit to work;
- Clearly and concisely explains ideas;
- Can identify when it is most useful to share information with the group and when to solicit information from the group;
- Is flexible with agenda/able to respond to participant needs;
- Has an interest in and ability to create interactive and engaging workshops, meetings, and retreats: visuals and flip charts, games, physical activities, videos, readings and handouts, poetry and music, etc.;
- Demonstrates a constant commitment to improve and innovate with curriculum development and political education;
- Responds to challenging comments and behavior from participants with compassion and patience;
- Stays on time;
- Exhibits professionalism and respect towards our clients: prompt communication, follow through, caring and respectful in communications with clients;

- Has a commitment to building and maintaining relationships and networks.

Values

We expect candidates to demonstrate accountability to and alignment with AORTA's points of unity, statement of purpose, and strategic plan.

Additional values we expect a candidate to demonstrate are:

- Enthusiasm and passion for the work;
- A wish to link AORTA with community;
- A team oriented approach to the work;
- A positive and solution-based approach to problem solving and change;
- Respect and compassion;
- Not strongly driven by a desire for fame, attention, or social power and status.

Cooperative Commitment and Responsibility to the Group

In addition to the skills below, we ask each that candidate be able to envision a long-term commitment to the cooperative as a member. These skills include the following:

- Has a deep interest and investment in being a worker-owner of the co-op;
- Flexible with scheduling and time management to remain consistently available to the group;
- Evidence of accountability and follow through;
- Upholds group agreements and decisions;
- Helps others with their work;
- Volunteers for tasks;
- Demonstrates active interest in co-running and co-managing the business;
- Has a work ethic with the intent to lift up the entire group;
- Takes initiative, but can also let others take the lead;
- Meeting attendance and promptness;
- Skill in consensus, collective, and democratic decision making;
- Development of resources: internal policies, organizational structures and systems, handouts, curriculum, etc.

Skills and Experience

These skills include the following:

- Grassroots organizing experience;
- Experience with cooperatives;
- Project management skills;
- Book keeping, finances, accounting skills;
- Skills and experience in human-centered, emotionally intelligent HR practices;
- Customer service;
- Marketing and outreach;
- Skills in education or teaching;
- Ability to prioritize competing tasks and projects;
- Efficiency, organization, and timeliness;
- Can see the big picture through the day to day;

- A positive and solution-based approach to problem solving and change;
- Can work remotely with a distributed team;
- Brings vision and innovation to their work and the organization.

Culture and Compatibility

We expect candidates to have something to offer beyond hard work, and to contribute to building a positive and healthy work culture. This includes:

- Has an active interest in working in a multiracial, multicultural workplace that views this as an asset, even when it makes working together harder;
- Comfortable with and celebratory of queer culture(s);
- Seeks a balance of getting work done with fun and enjoyment;
- Displays kindness and warmth;
- Can bring a sense of humor and playfulness to work;
- Cares for co-workers and clients as whole people;
- Is able to assert boundaries around work to ensure follow through and reliability, and to not become overextended;
- Has a strong sense of curiosity; loves to learn;
- Values, celebrates, and displays creativity;
- Can navigate stressful days or moments with grace.