



With Dignity and Opportunity

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## CASA LATINA JOB ANNOUNCEMENT

**Position: Volunteer Coordinator**

**Location:** Seattle, WA

**Reports to:** Education Coordinator

### **Organization description:**

Founded in 1994, Casa Latina is a vibrant immigrant worker rights organization which empowers low-wage Latino immigrant workers to move from economic insecurity to economic prosperity and to participate fully in our democracy. A nonprofit organization, Casa Latina provides educational and economic opportunities to men and women eager to better their lives and provide for their families. These opportunities include day labor employment through Casa Latina's worker center, English language classes, workplace safety and job skills trainings, leadership development, and organizing around issues of public policy that affect immigrant workers. In addition to directly serving the Latino community in King County, Casa Latina has national impact as a model day worker center whose programs, curricula, and operations have been emulated by worker centers throughout the country.

### **Position Description:**

The Volunteer Coordinator serves as the point of contact between all volunteers and the robust programmatic needs within the organization. The Volunteer Coordinator engages, supports, and guides volunteers to ensure a mutually beneficial relationship between the volunteers and needs of the organization.

### **Essential Duties:**

- Serve as first point of contact and connect prospective volunteers and interns with the appropriate Casa Latina programs.
- Provide adequate orientation, training and support for volunteers and interns on an ongoing basis.
- Work directly with Casa Latina program coordinators to support growing program needs.
- Establish and maintain partnerships with local schools, faith communities, service organizations, and businesses that connect Casa Latina with potential volunteers.
- Collaborate with Casa Latina resource development department in identifying and cultivating volunteers as potential donors to Casa Latina.
- Work with the development department to support volunteer participation in fundraising efforts. Play a key role the major annual fundraising event.
- Coordinate Volunteer recognition and training events.
- Plan and oversee special service events.

**Qualifications:**

- At least two years' experience supervising and/or coordinating volunteers or related management experience.
- Strong administrative and organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders including workers, staff, board, external partners, and donors.
- Flexible and able to work independently, take initiative, and prioritize.
- Knowledge of social justice and the immigration and labor movements.
- Bilingual Spanish-English.
- Must have a positive attitude and the ability to work well with diverse groups of people.
- Advanced skills in Microsoft Office programs including Outlook, Excel, and Word as well as Google Docs
- Familiarity with Blackbaud products, such as ETapestry, a plus.
- Excellent verbal and written communication skills in English.
- Ability to grow and structure volunteer positions based upon the changing needs of Casa Latina.
- Strong sense of initiative, vision and resourcefulness.

**Compensation: \$19.50/hour** Part-time, generous benefits, including medical and dental.

**Application process:**

Applicants should send 1) a resume, 2) a cover letter describing their qualifications and interest in this specific position, and 3) three professional references relevant to this position. Applications without a cover letter will not be considered. Send applications to [emily@casalatina.org](mailto:emily@casalatina.org) with the subject line "Volunteer Coordinator." No phone calls please.

Applications are reviewed as received, and the search will remain open until the position is filled.

Casa Latina is proud to be an equal opportunity employer. People of color, women, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds are encouraged to apply.