



# CASA LATINA JOB ANNOUNCEMENT

**Position:** Worker Rights Program Coordinator

**Location:** Seattle, WA

**Reports to:** Community Programs Director

**Posting Date:** February 23, 2021

## Announcement

**Life is short. Work somewhere Awesome!**

Casa Latina is pleased to announce this unique opportunity to join our leadership team as **Worker Rights Program Coordinator**. We are a growing organization with a progressive approach to workers' rights and social justice. We have an engaged board of directors, stable financial position and a robust contingent of volunteers.

We seek a person with great experience in worker rights and labor justice to become our next **Worker Rights Program Coordinator** working under the supervision of the Community Programs Director. This position coordinates the Comité de Defensa del Trabajador (CDT) program including trainings, coordination and providing support to volunteer advocates and supervision of wage theft cases. This position leads the Latino collaborative of the Seattle Office of Labor Standard Outreach and Education Fund project. The Program Coordinator also supervises the work of the Worker Rights Organizer as part of the Latino Collaborative project and CDT.

**Our ideal candidate** loves to educate our community through presentations and webinars on worker rights, is an excellent communicator through traditional and social media, fluent, in written and spoken English and Spanish, and is motivated to be part of an important social movement, empowering the Latino community to participate more fully in the economy and democracy of this country.

***This may be an exciting opportunity if you are...***

- Someone passionate about promoting, educating and enforcing worker rights within the Latino community;
- Creative and with experience using virtual platforms such as Facebook and Zoom to promote worker rights;
- Able to recruit new outreach workers and design training and materials for the team;
- Knowledgeable on supporting and tracking wage theft case data and work with volunteers on wage theft direct actions;



- Committed to social justice and have an understanding of challenges facing Latino immigrant community, and low income workers;

At Casa Latina, you will be part of a collaborative work environment and warm community atmosphere. The program participants and people you serve are on-site, where you can see the impact of your work every day.

**Desired Qualifications:**

- Passion for Casa Latina’s mission and demonstrated commitment to social justice.
- Experience with labor rights.
- Bilingual English/Spanish (required).
- Supervision experience and ability to recruit, inspire and lead a team.
- High performing facilitation skills.
- Very strong interpersonal skills and the ability to build relationships with stakeholders including volunteers, employers, staff, and members.
- Experience working with immigrant populations.
- Community organizing/ community building experience is a plus.
- Full proficiency in computer skills in Microsoft Office programs, and social media technology.
- Have a positive attitude and the ability to work well with diverse groups of people.
- Availability to work a flexible schedule and to work independently and foster teamwork within the department and organization.
- Strong administrative and organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Proven self-initiative, problem solving and time-management skills.

**Compensation:** Salary range: \$49,514.40 - \$52,021, depending on experience. This is a full time, exempt, position regularly scheduled to work approximately up to 40 hours a week. Generous benefits, including paid vacation, medical, dental, and retirement. A percentage of retirement contributions will be matched by the employer after one year of employment.

**Application process:**

Applicants please send:

- 1) Email your **cover letter** describing your qualifications and interest in this specific position to [careers@casa-latina.org](mailto:careers@casa-latina.org) with the subject line “Worker Rights Program Coordinator.”
- 2) Include your **resume**, detailing prior data entry experience.
- 3) Please, also tell us where you heard about this job.

*Position open until filled. Early applications are encouraged.*

*This position is part of the staff bargaining unit represented by OPEIU Local 8.*

*Casa Latina is an affirmative action 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.*