



CASA LATINA JOB ANNOUNCEMENT

Position: Worker Rights Program Coordinator

Location: Seattle, WA

Reports to: Community Programs Director

Posting Date: October 18, 2021

Casa Latina is a social justice organization, supporting Latino immigrant employment rights and working towards more equitable living and working conditions. Leverage your skills in worker rights and labor justice by serving as our next **Worker Rights Program Coordinator!**

We seek an experience person with a worker rights and labor justice background to become our next **Worker Rights Program Coordinator**. This position manages the Latino Collaborative of the Office of Labor Standard Community Outreach and

Education Fund (COEF) project and coordinates the Worker Defense Committee (CDT) program, that includes trainings, coordination and providing support to the volunteer advocates and supervision of wage theft case work. The Program Coordinator also supervises the work of the Worker Rights Organizer as part of the COEF Latino Collaborative project and CDT.



Our ideal candidate loves to provide better opportunities to our community through education, is an excellent communicator, fluent in 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 looking to build relationships with community groups to provide worker rights presentations to workers as well as service providers;
- Creative and with experience using virtual platforms such as Facebook and Zoom to promote worker rights;
- Able to recruit new promoters for our outreach team and provide training and materials for them;
- **Knowledgeable on supporting and tracking wage theft case data and work with volunteer on wage theft direct actions;**
- Committed to social justice and have an understanding of challenges facing Latino immigrant community, and low income workers;

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 hire, 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.
- 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.

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.

Compensation: Salary range: \$50,752- \$53,331 depending on experience. This is a full time, exempt, position regularly scheduled to work approximately up to 40 hours a week. This position is part of the staff bargaining unit represented by OPEIU Local 8.

Generous Benefits: Paid vacation and sick time, 11 paid holidays plus 6 additional personal holidays per year, and the week between Christmas and New Year’s off, medical, dental, retirement (a percentage of retirement contributions will be matched by the employer after one year of employment), ORCA card, and available training funds to continue developing your skills.

Application process:

Applicants please send:

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

Position open until filled.

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.