



CASA LATINA JOB ANNOUNCEMENT

Position: Workforce Development Associate

Location: Seattle, WA

Reports to: Workforce Development Coordinator

Posting Date: June 23, 2022

Casa Latina is pleased to announce this opportunity to join our team as a **Workforce Development Associate**. 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, a growing staff of 30+ employees and a robust contingent of volunteers.

We seek an outgoing individual with strong communication & public speaking skills to become our next **Workforce Development Associate**. Working under the supervision of the Workforce Development Coordinator, this full time position is responsible for facilitating safety, health and occasional vocational training to Casa Latina members, unaffiliated day laborers at construction and home improvement stores and other organizations. This includes outreach efforts, fostering relationships with members, and ensuring that program outcomes are achieved.



Our ideal candidate is a people-person who can be flexible, has exceptional public speaking and communication skills 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.

Responsibilities:

- Training
 - Facilitate OSHA and L&I health and safety trainings to day laborers and domestic workers at Casa Latina and in front of home improvement stores.
 - Facilitate Sexual Harassment Prevention workshops to program participants
 - Facilitate vocational workshops (yardwork, and others) to new and renewing members
 - Conduct, collect and enter evaluation data for all safety and health training into spreadsheets
- Outreach
 - Promote trainings and Casa Latina services to Latino day laborers outside of home improvement stores, consulate offices, labor or health fairs, during orientations at Casa Latina, and occasionally through social media

- Administration
 - Enter program information into database and spreadsheets.
 - Manage and update participant information in Machete.
- Engage with Casa Latina staff activities across sites
 - Participate in all staff meetings
 - Participate and/or facilitate regular team meetings
 - Participate in trainings and leadership development
- Other Duties
 - Other similar functions as assigned

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:

- Bilingual in English and Spanish
- Very strong interpersonal skills and the ability to build relationships with stakeholders including volunteers, employers, staff, and members.
- Experience working with immigrant populations.
- Full proficiency in computer skills in Microsoft Office programs.
- 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.
- Must possess a high degree of comfort and practice in public speaking
- Have a reliable transportation
- An ability to work flexible hours as necessary, primarily early mornings on training days, occasional evenings, and very infrequently weekends.

Compensation: Salary range: \$20.75 - \$21.80 per hour (\$43,160 - \$45,344 annually), depending on experience. This is a **full-time**, non-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.

Job location: This position will require you to work out of our Seattle office with some travel to our Federal Way office.

Generous benefits: Paid vacation and sick time, 6 additional personal holidays per year, 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), and available training funds to continue develop 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 **“Workforce Development Associate.”**
- 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.

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.