



317 17th Ave. South
Seattle, WA 98144

JOB DESCRIPTION

POSITION: Part-Time Organizer (Temporary)

FLSA STATUS: Non Exempt - Part Time / Temporary Grant Funded

REPORTS TO: Community Organizing Manager

SUPERVISES: N/A

GRADE: Organizer

REVISION DATE: 06/11/2026

BARGAINING UNIT STATUS: Represented by OPEIU Local 8

COMPENSATION: \$28.00 - \$32.00 per hour. Compensation is governed by the applicable wage scale under the collective bargaining agreement between Casa Latina and OPEIU Local 8.

EMPLOYMENT STATUS: This temporary grant-funded position is funded through a King County Focus Group Grant and is expected to run from July through January. Continuation of the position beyond the grant period is dependent upon available funding and organizational needs.

Casa Latina is an equal opportunity employer. We consider all applicants without regard to race, color, national origin, religion, gender, marital or military status, age, sexual orientation, gender identity, the presence of any sensory, mental or physical disability, genetic information, political ideology or any other protected characteristic.

PURPOSE

The Part-Time Organizer supports Casa Latina's community organizing efforts through outreach, worker engagement, focus group facilitation support, and campaign activities. This position plays a key role in connecting with workers, gathering community input, recruiting participants for organizing activities, and supporting the successful implementation of a King County-funded focus group project. The organizer helps strengthen worker leadership, amplify community voices, and advance Casa Latina's mission of supporting immigrant, refugee, and low-wage workers.

KEY RESPONSIBILITIES

Community Outreach

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted whenever possible. The above job description is not comprehensive. The job responsibilities may include other duties as assigned. Casa Latina may change or update job duties as necessary to meet business needs.



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- Conduct outreach at worker corners, community gathering locations, and community events.
- Build relationships with workers, members, and community stakeholders.
- Distribute information regarding Casa Latina programs, services, campaigns, and community resources.
- Recruit workers and community members to participate in organizing activities and focus groups.

Focus Group Support

- Recruit and engage participants for King County focus groups.
- Assist with focus group logistics, scheduling, setup, and participant communications.
- Support facilitation and note-taking during focus groups as assigned.
- Maintain participant records, attendance logs, and outreach tracking.
- Assist with collecting community feedback and documenting participant input.

Organizing Support

- Support community organizing campaigns and worker engagement activities.
- Assist with meetings, workshops, trainings, and community events.
- Conduct follow-up communication with workers and community members.
- Support worker leadership development and participation in organizing efforts.
- Collaborate with organizing staff to advance campaign goals and community engagement strategies.

Administrative Support

- Maintain accurate outreach, participation, and activity records.
- Assist with data entry, reporting, and grant-related documentation.
- Maintain confidentiality of participant, member, and organizational information.
- Perform other duties as assigned in support of Casa Latina's mission and operations.

REQUIRED QUALIFICATIONS

- Fluent in Spanish; bilingual English/Spanish preferred.

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- Experience working with diverse communities and individuals from varying cultural and socioeconomic backgrounds.
- Ability to work effectively in stressful and rapidly changing environments.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong interpersonal and communication skills.
- Ability to engage individuals in outreach and community-based settings.
- Basic computer proficiency, including Microsoft Office applications.
- Ability to maintain accurate records and documentation.
- Ability to work independently and collaboratively as part of a team.
- Commitment to Casa Latina's mission of supporting immigrant, refugee, and low-wage workers.

PREFERRED QUALIFICATIONS

- Experience in community organizing, outreach, advocacy, or community engagement.
- Experience working with immigrant, refugee, or low-income communities.
- Experience facilitating meetings, workshops, or focus groups.
- Experience working in nonprofit or community-based organizations.

WORKING CONDITIONS

- Ability to remain professional and effective in stressful, fast-paced, or emotionally charged situations.
- Frequent work in community settings, outreach locations, and worker gathering sites.
- Regular interaction with workers, community members, volunteers, and organizational partners.
- Frequent walking and standing during outreach activities.
- Fast-paced environment with competing priorities and deadlines.
- May require occasional evening or weekend work.
- May encounter individuals experiencing economic hardship, housing instability, workplace disputes, immigration-related concerns, or other stressful circumstances.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods during outreach activities.
- Ability to communicate effectively in person, by telephone, and electronically.
- Ability to travel throughout the community to outreach locations and events.
- Ability to lift and carry outreach materials weighing up to 20 pounds.
- Ability to sit, stand, bend, reach, and move throughout the workday.

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Casa Latina reserves the right to modify or revise this job description at any time to meet organizational needs.

Apply today!

Send your resume & cover letter to:

Careers@casa-latina.org

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