



317 17th Ave. South
Seattle, WA 98144

JOB DESCRIPTION

POSITION: Lead Organizer

FLSA STATUS: 1.0 FTE / Non-Exempt / Full Time

REPORTS TO: Community Organizing Manager

SUPERVISES: N/A

GRADE: Specialist

REVISION DATE: 06/16/2026

BARGAINING UNIT STATUS: Represented by OPEIU Local 8

COMPENSATION: \$30.00 - \$35.00 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 position is grant-funded. Continuation of the position is dependent upon the ongoing availability of 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 Lead Organizer advances Casa Latina's mission by organizing and mobilizing immigrant, refugee, and low-wage workers to advocate for workers' rights, improve workplace conditions, and strengthen community leadership. This position supports local, statewide, and national organizing campaigns and collaborates with community partners, coalitions, and policymakers to advance worker justice and economic equity.

The Lead Organizer leads Organizing & Leadership Services activities, worker outreach, member engagement, and leadership development efforts. The position conducts worker rights education, facilitate trainings and workshops, supports worker intakes and referrals, and maintains program records, reports, and documentation to ensure compliance with organizational and grant requirements.

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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KEY RESPONSIBILITIES

Community Outreach & Education

- Conduct outreach to Latino, immigrant, refugee, and low-wage workers regarding workplace rights, labor standards, and local, state, and federal employment protections.
- Educate workers on Seattle labor ordinances, including minimum wage, wage theft prevention, Paid Sick and Safe Time, Fair Chance Employment, commuter benefits, independent contractor protections, and Domestic Workers protections.
- Develop and implement outreach strategies to engage workers through community events, tabling, day labor corners, social media, and other community-based venues.
- Organize & lead volunteer-supported outreach at day worker corners, community gathering spaces, and public events to educate workers about their rights, Casa Latina programs, leadership opportunities, and ongoing campaigns.
- Lead & Facilitate workshops, trainings, listening sessions, and presentations that increase worker awareness of rights, resources, and advocacy opportunities.

Worker Advocacy & Case Support

- Conduct worker intakes to identify workplace concerns, labor violations, and community needs.
- Support strategic enforcement efforts by documenting worker concerns and connecting workers with appropriate resources and agencies.
- Provide referrals and coordination with government agencies and community partners, including the Washington State Department of Labor & Industries (L&I), Seattle Office of Labor Standards (OLS), and other worker-support organizations.
- Assist workers with employment-related navigation, including job application support and workforce opportunities.

Community Organizing & Leadership Development

- Organize and mobilize workers to participate in campaigns, advocacy initiatives, leadership development programs, and community actions.
- Build relationships with worker leaders and support member engagement in collective organizing efforts.
- Facilitate member meetings, listening sessions, and leadership activities that strengthen worker participation and community power.

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- Collaborate with staff, community partners, and coalition organizations to advance worker justice and immigrant rights initiatives.

Program Administration & Reporting

- Maintain accurate participant, outreach, and case records in organizational databases and case management systems.
- Track outreach activities, worker contacts, referrals, training participation, and program outcomes in accordance with grant and contract requirements.
- Prepare reports and documentation to support program evaluation, compliance, and funding requirements.
- Assist in collecting community feedback and identifying emerging issues affecting workers and immigrant communities.
- Provide coordination, guidance, and mentorship to community organizers, worker leaders, interns, and volunteers engaged in organizing and outreach activities, while not exercising formal supervisory authority.
- Other duties as assigned
- The responsibilities listed above are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.

REQUIRED QUALIFICATIONS

- Fully bilingual in English and Spanish, with the ability to communicate effectively verbally and in writing.
- High school diploma, GED, or equivalent combination of education and experience.
- Two (2) year of experience in community organizing, advocacy, outreach, or related work with immigrant, refugee, low-income, and/or Latinx communities.
- Experience collecting, tracking, and reporting program data, outcomes, and participant information in accordance with grant or contract requirements.
- Knowledge of worker rights, labor standards, and social justice issues affecting immigrant and low-wage workers.
- Demonstrated ability to work effectively with diverse populations, including immigrant, refugee, low-income, and limited-English-proficient communities.

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- Experience facilitating meetings, trainings, workshops, or community engagement activities.
- Proficiency with Microsoft 365 and online collaboration tools, including Teams, Word, Excel, Zoom, and cloud-based document management systems.
- Strong organizational skills with the ability to manage multiple projects, priorities, and deadlines.
- Excellent verbal, written, interpersonal, and relationship-building skills.
- Ability to work independently and collaboratively in a team environment.
- Commitment to Casa Latina's mission of advancing economic opportunity, worker justice, and immigrant rights.
- Ability to work a flexible schedule, including occasional evenings and weekends.
- Valid Washington State driver's license, reliable transportation, and an acceptable driving record.

ADDITIONAL DESIRED QUALIFICATIONS

- Bachelor's Degree in related field - Public Policy, Public Administration, Labor, and Social Work
- Ability to work independently and as part of a team
- Experience conducting worker intakes, case management, referrals, or strategic enforcement activities.
- Experience working with elected officials, government agencies, coalitions, or community-based organizations.
- Knowledge of Seattle labor standards, Washington State labor laws, and immigrant worker rights.
- Experience in leadership development, volunteer coordination, or member engagement programs.
- Demonstrated experience advocating for social, economic, racial, and worker justice within immigrant and low-income communities.
- Experience in conflict resolution, mediation, and/or facilitation, including the ability to navigate challenging conversations and build consensus among diverse stakeholders.

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WORKING CONDITIONS

- Employees regularly work with individuals experiencing poverty, housing instability, homelessness, wage theft, workplace disputes, workplace injuries, immigration-related challenges, language barriers, and crisis situations requiring patience, professionalism, and de-escalation skills.
- Regular local travel throughout King County and surrounding areas for outreach, meetings, trainings, community events, and partner engagement activities.
- Ability to work flexible schedules, including evenings, weekends, and special events as required.

PHYSICAL REQUIREMENTS

- Ability to work in an office environment.
- Ability to apply principles of logical thinking and to define problems.
- Ability to interpret a variety of instructions furnished in written or verbal form.
- Work involves sitting most of the time, but may involve walking, standing, bending, reaching, and twisting.
- Ability to travel frequently throughout the community.
- Ability to set up and break down outreach materials, tables, tents, and event supplies.
- Ability to work outdoors in varying weather conditions during outreach and community events.
- Ability to transport outreach and training materials weighing up to 25 pounds.

BENEFITS

Eligible employees may receive a comprehensive benefits package in accordance with Casa Latina policies and the applicable collective bargaining agreement. Benefits include:

- Medical, dental, and vision insurance
- Paid vacation, sick leave, and holidays
- Employee Assistance Program (EAP)
- Employer-sponsored 403(b) retirement savings plan with a 5% employer match after one year of eligible service, subject to plan eligibility and terms

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- Commuter benefits
- Professional development and training opportunities
- Additional benefits provided under the applicable collective bargaining agreement

Benefit eligibility is subject to plan terms, organizational policy, and the applicable collective bargaining agreement.

This is clear, concise, and appropriate for a job description. It also highlights benefits that many candidates look for when comparing employers, especially the 403(b) match and EAP.

Apply today!

Send your resume & cover letter to:

Careers@casa-latina.org

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