



Job Announcement Program Coordinator

[Worksafe](#) is seeking a full-time **Program Coordinator** who is passionate about achieving justice for California’s low-income and immigrant workers, particularly those from Black, Indigenous, and communities of color. The Program Coordinator is responsible for programmatic and administrative support for our programmatic and advocacy efforts, in particular our Northern California Day Labor Coalition project. This position reports to the Chief of Staff & Equity and supports Worksafe staff in the accomplishment of our organizational mission. **This is a temporary, 18 month position with the potential of renewal contingent on funding availability.**

ABOUT US: Worksafe is an Oakland-based worker justice-focused nonprofit that advocates for the health and safety of California workers, in particular low wage and immigrant workers. Worksafe advocates for stronger legal protections to keep workers healthy and safe on the job. We work with legal aid providers, unions and other worker organizations, and community and environmental groups to improve working conditions for Californians and bring justice to the workplace.

Our Northern California Day Labor project leverages policy advocacy, legal advocacy, and worker empowerment to support and promote the economic stabilization of the day labor community in the East Bay. The work of our project is achieved through our coalition which includes: Bay Area Day Labor organizations (Street Level Health Project, Graton Day Labor Center, Monument Impact Day Labor Center, the Day Worker Center of Santa Cruz County, the San Francisco Day Labor Program, and Mountain View Day Labor Center), an academic organization (the University of California’s Labor Occupational Health Program), a policy organization (Worksafe), and a legal aid organization (Centro Legal de la Raza). The project builds the capacity of its members to advance protections for day laborers. The project’s Coordinating Committee includes Worksafe, Street Level Health Project, Centro Legal de la Raza, and Monument Impact Day Labor Center.

POSITION SUMMARY: The **Program Coordinator** will work closely with Worksafe staff and coalition partners **to provide administrative support and assistance** in coordinating programmatic activities (i.e. events, activities, meetings, trainings, and worker engagements), ensuring the smooth functioning of our operations and programmatic activities, and ensuring timely implementation of our programmatic work plan and grant deliverables.

The ideal candidate is passionate about workers’ rights and social justice, is responsible and organized, has a sharp eye for detail, thrives when handling multiple tasks in a team environment, and has strong computer skills, task mastering, coordination, organization,

calendar, and communication skills. Depending on performance and interest, there may be opportunities to expand the roles and responsibilities of this position.

Work location is flexible; occasional in-person support may be necessary. In response to the COVID-19 pandemic, this position will likely begin as a remote position while Worksafe staff continue to work from home.

CORE RESPONSIBILITIES

The Program Coordinator has a broad range of critical duties to ensure that NorCal DLON coalition members and Worksafe meet workplan and grant deliverables.

Northern California Day Labor Coalition Project - Coalition Manager (50%)

- Coalition Management - The Project Coordinator will provide support and assistance to Coalition members to:
 - Coordinate programmatic activities including trainings, community networking, strategic planning sessions, etc.
 - Strategize, create, and provide COVID-19 resources to workers (i.e. improving access to COVID-19 resources for day laborers and their families, creating an inventory of PPE, coordinating the supply and delivery of COVID-19 and basic supplies for day laborers).
- Project Administrative Support
 - The Project Coordinator will provide support and assistance to **Worksafe** to:
 - Select, contract, and work with a Strategic Planning/Movement Building consultant
 - Log and track project deliverables
 - Support all stages of the creation of programmatic written pieces from drafting to publication to dissemination (i.e. emails, newsletter content, website content, fact sheets, press releases, media pitches, op-eds, articles, blogs, reports, and social media content as needed)
 - The Project Coordinator will provide support and assistance to the **Project Coordinating Committee** to:
 - Plan and hold project retreats and strategic planning sessions
 - Plan regular coalition and worker meetings, partner convenings, leadership engagements, and trainings
 - Create and implement a plan for project work planning

Worksafe Legal & Policy Coordination & Support (45%)

- Provide administrative support to Worksafe's program team in the following areas:
 - Programmatic record-keeping, participant tracking, and participant certificates
 - Monitoring and data entry for programmatic logs
 - Managing and organizing legal support service files
 - Preparation and proof-reading of worker complaints, policy and administrative advocacy support letters, etc.
 - Logistical support for legal and policy meetings, events, trainings, and activities

- Creating surveys and evaluation tools for programmatic evaluations
- Manage programmatic calendar (program, initiative, project, and workplan deadlines and related events)
- Support grant reporting including proof-reading of reports and tracking of deliverables
- Maintenance of cloud-based filing systems for programs, initiatives, and projects
- Technical assistance with zoom trainings, webinars, and forums
- Other duties as required

Social Media Support (5%)

- Provide administrative support and coordination to programmatic staff on social media messaging related to our programs, initiatives, and projects

Values

- Demonstrated commitment to racial, economic, and gender justice, transformational change, worker rights, civil rights, social justice and Worksafe’s mission
- A solid sense of humor
- Flexibility
- Strong team player

Skills, Qualifications, Knowledge, and Experience

We don’t expect anyone to bring all of these skills, but seek a mix of the following:

- Life experience with the immigrant and/or day labor & domestic worker community and low wage workforce/worker organizations
- Strong written and verbal communication skills in both English and Spanish
- Demonstrated success working with and ability to communicate effectively with diverse populations and/or partners from diverse backgrounds and life experiences
- Experience in programmatic coordination and/or project management
- Demonstrated ability to engage in conflict resolution and a consensus-building process (i.e. systems of negotiation and strategic disagreement) within a diverse and highly collaborative work environment
- Ability to herd, mobilize, and taskmaster others to meet work plan deadlines & grant deliverables
- Excellent time management skills, highly organized and self-motivated; ability to work independently, without supervision, and to take initiative and ability to multitask and managing competing priorities while maintaining high standards of quality, attention to detail, and responsiveness
- High level of self-awareness and ability to give and receive feedback well
- High attention to detail and follow-through
- Office / administrative experience; Knowledge of office coordination responsibilities, systems and procedures
- Tech savvy with experience using software and internet apps (such as: Zoom, Canva, Miro Boards, Google suite or other technological tools) or openness to learn and ability to provide technical support for on-line forums, meetings, trainings, and webinars
- Experience with social media and on-line communications technology

- Working some evenings and weekends may be required
- Some travel throughout the Bay Area; must have a valid California drivers' license, clean driving record, and driver's insurance

Wishlist for additional qualifications - the following areas of experience are *plus* items:

- Experience working within and organizing broad and diverse coalitions
- Prior report preparation experience
- Coalition building or movement building
- Organizing experience (worker, community, or coalition building)
- Experience facilitating meetings

This is a full-time, non-exempt (hourly wage, overtime eligible) position. Compensation is \$19.00 to \$25.00 per hour DOE. This is an 18 month full-time position with the potential of renewal contingent on funding availability.

Our generous benefits package includes paid vacation and holidays, health and dental insurance, pension matching contribution, cell phone assistance, utilities assistance (during remote work periods), and FSA.

Worksafe is an equal opportunity employer. We strongly encourage women, people of color, LGBTQ+ applicants, and older workers to apply.

How to Apply

Please submit (1) a cover letter discussing your interest in the position, and (2) your resume in Word doc or PDF formats to jobs@worksafe.org. In the subject line, use "Program Coordinator - [Full Name]." If we invite you for an interview, we will request references and completion of a proof-reading assignment. Some of the interviews will be conducted in Spanish.

Applications will be reviewed on a rolling basis with priority given to applications received by **07/31/2021**.

For more about Worksafe, please visit our website at www.worksafe.org.