



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 supporting 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.

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, unions and other worker organizations, and community 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), as well as Worksafe, the University of California’s Labor Occupational Health Program, and Centro Legal de la Raza).

POSITION SUMMARY: The **Program Coordinator** will work closely with Worksafe legal and policy 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, calendaring, 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. In response to the COVID-19 pandemic, this position will likely begin as a remote position; occasional in-person engagement may be necessary.

Values, Skills, Qualifications, Knowledge, and Experience

We seek a mix of the following besides the **required Spanish skills**:

REQUIRED

- Strong written and verbal communication skills in both English and Spanish
- Life experience with the immigrant and/or day labor & domestic worker community
- Experience in programmatic coordination and/or project management
- Ability to engage in conflict resolution and a consensus-building process within a diverse and highly collaborative work environment
- Ability to herd, mobilize, and taskmaster others to meet work plan deadlines
- Excellent time management skills, attention to detail, and high level of responsiveness
- Ability to give and receive feedback well
- 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
- A solid sense of humor
- Flexibility and a strong team player

This is a full-time, non-exempt (hourly wage, overtime eligible) position. Compensation is \$22.00 to \$25.00 per hour DOE. 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 why you are interested 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 **08/30/2021**. For more about Worksafe, please visit our website at www.worksafe.org.