



Centro Laboral de Graton

G r a t o n D A Y L A B O R C e n t e r

CENTER: 2981 BOWEN STREET • MAIL: P.O. BOX 42 • GRATON CA 95444 • 707/829-1864

Job Title: Workforce Organizer

Position Summary: The Workforce Organizers are responsible for workforce development trainings, program management, outreach, hiring and job dispatch, advocacy, leadership development and social justice organizing. This position is open until filled.

JOB RESPONSIBILITIES

Workforce Development Trainings, Program Management, & Outreach:

Plan, implement, and document workforce development trainings and programming, which include: job skill trainings, vocational trainings, workforce preparation, pre-apprenticeship referrals, life skills workshops, financial literacy, occupational health and safety trainings, wage theft education,

- Coordinate participation and provide support to workers in vocational training programs led by organizational partners; Santa rosa Junior College and Int. Union of Painters and Allied Trades.
- Coordinate day labor and domestic worker job skill trainings (i.e. fruit tree, rose prunings, and house cleanings) with worker leaders and community partners.
- Assist with management of employer relations with businesses and property owners to ensure that day laborers and domestic workers and their employers use the CLG site in Graton.
- Create and implement job development strategies to enhance day laborer and domestic worker employment opportunities through marketing and employer outreach.
- Coordinate overall cleaning and maintenance of site with worker members and staff.

Hiring & Job Dispatch: Work in collaboration with the staff, director, and worker leadership to create and implement work plan of activities related to the overall objectives of the hiring site.

- Use “Machete”, a cloud-based job dispatch software program designed specifically for day labor centers, to register employers and workers, and to create work orders to dispatch jobs.
- Assist employers, domestic workers, and day laborers to negotiate work agreements in an organized and respectful manner
- Ensure adherence of the rules and procedures accorded by the general assembly and ALMAS
- Advocate for the needs and rights of domestic workers and day laborers with

employers

- Document incidents, events, problems and conflicts that occur at the site
- Assist in mediating and resolving conflicts between domestic workers, day laborers and employers

Advocacy, Leadership Development & Social Justice Organizing: Engage day laborers and domestic workers in the social justice campaigns of CLG

- Facilitate general assemblies with workers
- Facilitate dialogue and education for day laborers about their legal rights and responsibilities
- Facilitate and promote leadership and empowerment of day laborers and domestic workers
- Promote and facilitate civic participation and democratic decision-making processes
- Maintain and nourish positive community public relations with visitors to the center: police, neighbors, volunteers, press, medical and legal representatives and other institutions, such as churches, unions, and businesses

Administrative:

- Prepare weekly and monthly activity and data reports
- Data management and record keeping
- Participate in weekly staff meetings
- Answer phones/field calls when at worksite
- Provide interpretation/translation

Job Requirements

- Previous organizing experience required
- Ability to work in a collaborative work environment
- Ability to work effectively with people from a broad range of backgrounds
- Understanding of popular education as an organizing tool
- Knowledge of and commitment to immigrant rights and social justice
- Strong communication and facilitation skills
- Dedication and ability to work flexible, early morning hours including Saturdays
- Strong written and oral skills in English/Spanish
- Competent knowledge of social media, computer operations (Google Apps, Word, Excel, etc.) and equipment operation such as copiers, fax machines and telephones
- Administrative and organizational skills necessary to carry out job description responsibilities
- Valid California driver's license, availability of personal vehicle and personal vehicle insurance coverage

Physical Demands

Employees must be able to maneuver throughout the community in various locations of unknown accessibility. Must be able to do phone

THE ORGANIZATION: Centro Laboral de Graton (CLG) organizes with day laborers and domestic workers in Sonoma County, California. Our programming includes direct organizing, leadership development, rights

education, vocational training, workforce readiness, occupational health and safety training, health access and education, and job matching.

OUR MISSION: To advance and protect the human, labor and civil rights of day laborers, domestic workers and their families by promoting participatory democratic leadership and worker solidarity, in order to develop greater opportunities for employment, health, education and civic participation.

Compensation: Full-time salary, health benefits, sick, vacation and holiday pay, paid training.

Reports to: Program Director

or computer work for blocks of time. Must be able to lift and move paperwork and files up to 20 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Modular building serves as the office; street corners, fields, woods, wetlands, sidewalks, trails, and all public buildings.

To Apply

Please send by email a letter summarizing your qualifications and interest along with your résumé that includes education, work history, and two employment and one personal reference to Director, Christy Lubin: christy@gratondaylabor.org