



## Position Announcement Program Manager (1.0 FTE)

**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 employment development.

**OUR MISSION:** To advance and protect the human, labor and civil rights of immigrant 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.

**OUR VISION:** To promote healthy communities that value inclusion and respect, so that immigrant day laborers, domestic workers and their families may live and work with justice and dignity.

### Position Summary

The Program Manager is responsible for overseeing and managing the daily operations of the worker center and implementation of programs and services for day laborers and domestic workers. The Program Manager coordinates the delivery of services with community partners and agencies, and supervises and supports staff in accomplishing programmatic work areas and goals. The Program Manager also is responsible for the collection and recording of all data related to CLG's program activities as well as facilitating the daily use, upkeep and maintenance of the hiring site.

**Compensation:** Salary commensurate with experience, health and dental benefits, sick and vacation pay, paid training.

**Reports to:** Director

### Job Responsibilities

#### Program Management

- Oversee, plan, and implement program activities
- Support staff in ensuring programmatic goals and objectives are met in a timely fashion
- Supervise and evaluate program staff
- Coordinate and maintain proper data collection of programming activities and membership registration for grant reporting purposes
- Communicate with staff, members, and director about programming calendar and activities
- Cultivate relationships with community partners & agencies to provide services to members

#### Hiring, Job Dispatch, & Membership

- Work in collaboration with the staff, director, board of directors and worker leadership to create and carry out work plan of activities relating to the overall objectives of the hiring site
- Supervise and support staff in organizing and maintaining hiring process, ensure that the rules and sanctions set up by the workers general assembly are followed
- Develop job opportunities for day laborers and domestic workers through marketing and outreach

- Oversee implementation of membership registration, orientation, and integration of workers into CLG's programs
- Oversee evaluation and maintenance of rules and standards of behavior for both workers and employers
- Manage and resolve disputes and incidents involving workers, employers and/or staff

### **Leadership Development, Outreach and Advocacy**

- Support lead staff with facilitating workers' general assembly, leadership development trainings, and turnout for social justice campaign activities
- Partner with staff to facilitate dialogue and education to workers about their legal rights and responsibilities
- Develop and promote leadership and empowerment of day laborers at the hiring site by promoting and encouraging civic participation and democratic decision making practices
- Implement wage enforcement and wage theft programming at the worker center
- Maintain and nourish positive community relations with police, neighbors, volunteers, press, churches, unions, and businesses, medical and legal workers
- Act as liaison to national, state and regional coalitions and affiliates

### **Administrative:**

- Data management and record keeping; Prepare weekly and monthly activity and data reports
- Track and record incidents involving workers, employers or staff
- Manage routine finance activities (daily cash reconciliations, reimbursement requests, petty cash)
- Manage purchases related to the worker center
- Oversee site maintenance and upkeep
- Assist with general human resources activities such as managing job postings, assisting with scheduling and conducting candidate interviews, disseminating human resource updates to staff, and payroll preparation

### **Job Requirements**

- Ability to work in a collaborative work environment
- Ability to work effectively with people from a broad range of backgrounds
- Knowledge of and commitment to immigrant rights, worker rights and social justice
- Strong communication and facilitation skills
- Prior community organizing and popular education experience preferred
- Bilingual/bicultural required
- Strong written skills in English/Spanish
- Competent knowledge 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
- Ability to work a flexible schedule which may include Saturday, early mornings and occasional evening hours

### **Physical Demands**

Must be able to maneuver throughout the community in various locations of unknown accessibility. Must be able to clearly communicate verbally. Must be able to do phone or computer work for blocks

of time. Must be able to lift and move paperwork and files, up to 20 pounds. 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.

*Centro Laboral de Graton is an is an equal opportunity employer. People of color, women, immigrants, LGBTQ, and people with disabilities are encouraged to apply!*

### **To Apply**

Please send a letter summarizing your qualifications and interest along with a résumé that includes education, work history, and two employment and one personal reference to:Centro Laboral de Graton, Box 42, Graton, CA 95444 or email to: [christy@gratondaylabor.org](mailto:christy@gratondaylabor.org).



