



DLC Meeting Notetaker

Primary Responsibility: The main duty of this position is to take minutes during the weekly Day Laborer Committee meetings. It is necessary that volunteers in this role are bilingual and can comfortably and quickly understand and translate spoken Spanish.

Time: 8am-10am, every Monday.

Location: Worker Center at 240 NE Martin Luther King Jr. Blvd.

Requires: Ability to translate spoken Spanish to written English, ability to type accurately and efficiently, document management, emailing, texting, reporting, consistency, attention to detail (no prior experience necessary).

Workflow: Attend the weekly DLC meetings and record minutes during the meetings.

Works With: Lead Organizer and Worker Center Director.