



Worker Center Director

About Voz

Voz Workers' Rights Education Project ("Voz") is a worker-led organization that empowers diverse day laborers and immigrants to improve their working conditions and protect civil rights through leadership development, organizing, education and economic opportunity. **Fluency in Spanish and English proficiency is required for this position.**

POSITION DETAILS

POSITION: Worker Center Director

SUPERVISOR: Executive Director

HOURS: 40 hours a week

SALARY: \$48,410 starting salary with yearly Union wage negotiations.

BENEFITS: Union represented position. 100% Health/Dental Coverage, 3 weeks paid vacation (starting), 60 hours of sick time per year, and 6 weeks paid family leave.

Position Summary

The Worker Center (WC) Director manages WC staff and center operations to provide exceptional service to day laborers seeking employment and skills training at the worker center. Main objectives of the position include:

1. Supervise all Worker Center Staff and Worker Center Operations.
2. Manage Center staff according to the goals and objectives of their respective positions.
3. Coordinate the work of the volunteers at the Worker Center.
4. Coordinate the Worker Center programming (including political education, ESL, Art and Computer Classes, Skills and Safety Trainings, and Wage Theft through our partnerships with the Oregon Law Center, the National Day Laborer Organizing Network, and other partners.

Collaborators

Worker Center staff, Day Laborers, Day Labor Committee, Voz's Organizing Staff.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Supervise all Worker Center Staff and Worker Center Operations:

- Ensure the security and the positive image of the Center.
- Represent the interests of the Center to participants, visitors and employers.
- Ensure that the Center is safe, clean and free of drugs, alcohol and violence.
- Assist in the intake registration and dispatch of laborers.
- Assist employers to hire day laborers in a safe and organized manner.
- Support with day laborer orientation and integration to Worker Center expectations and rules of conduct.
- Coordinate the work of volunteers, social service agencies and interns at the Worker Center.
- Document incidents, problems, and conflicts that occur at the Worker Center.
- Create and maintain a database of employers, local businesses and contractors.

- Prepare monthly reports to the Board of Directors identifying key areas of success and opportunities to promote day laborers and the worker center to the general public.

Coordinate promotion of Worker Center through various efforts:

- **Marketing:** coordinate activities to promote the Worker Center through employer outreach, Craigslist Ads, Community Presentations, etc.
- **Wage Claim:** supervise and coordinate activities with the legal team to recuperate stolen wages from day laborers.
- **Skills trainings:** organize different skills training for day laborers to be more skilled workers.
- **Health and safety trainings:** organize and conduct health and safety training for day laborers.
- **Training:** coordinate classes and programming that includes political education, ESL, Art and Computer classes for day laborers.
- **Volunteers:** supervise volunteers at the Worker Center.

Support the Worker Center's personnel to focus on the goals and objectives of their work positions:

- Train/shadow to achieve proficiency and understanding of dispatch process, daily operations of the worker center, machete, and g suite.
- Manage a staff of 2 coordinators and 2 dispatchers
- Coordinate weekly meetings with the Worker Center staff.
- Conduct annual evaluations with staff.
- Provide regular progress reports to the Executive Director of activities and achievements of the Center.
- Perform other duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- **Fluency in Spanish and English with strong writing and oral skills.**
- Must be thoroughly committed to Voz's mission, with an understanding of the role of grassroots community organizing in social change and movement building.
- Knowledge of and commitment to immigrants' rights, workers' rights and social justice.
- Experience with workforce development program creation.
- Prior experience working with community outreach and marketing.
- Prior experience directly supervising employees.
- Understanding of the day laborer experience.
- Established connections with the local business community a plus.
- Prior experience working in an operations-related role in a professional environment.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee regularly is required to use hands or fingers, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.