



## LATINO UNION OF CHICAGO

4811 N. Central Park Ave., Chicago, Illinois 60625

[www.latinounion.org](http://www.latinounion.org)

312-491-9044

### Albany Park Workers Center Coordinator

**Position Type:** Part time (20 hrs)

**Remote/Hybrid?:** Hybrid

**Language:** Bilingual, English/Spanish

**Reports to:** Organizing Director and Communications Director

**Pay Rate:** \$33/hr

**Position Description:** Latino Union of Chicago (LU) seeks an excellent communicator that's committed to building worker and community power by coordinating, educating, facilitating, and spreading the word about the organization and the work it does. They will coordinate the daily operations of the Albany Park Workers Center's hiring hall, a living-wage, worker-run hiring hall located at 4811 North Central Park Avenue. This coordinator will work closely with others in the organizing team to connect workers with organizing efforts and resources, and promote the work of LU to the general community. They will develop a resource bank, maintain excellent records of membership involvement, and serve as a bridge between the general public, workers, and staff.

#### Hiring Hall Responsibilities (50%):

- Being available to answer phones for the hiring hall starting at 8am, preparing paperwork for the day, overseeing the hiring hall's daily activities, and preparing the hiring hall's daily report at 12pm when the program closes.
- Maintaining a daily log of calls received including information on jobs requested, referred to workers, scheduled, and completed, among other data.
- Building and maintaining positive relationships with Latino Union members.
- Orienting all visitors on the work of the organization and referring them to appropriate organizers or staff when relevant.
- Orienting prospective employers on how the workers center operates – emphasizing that employers negotiate directly with the worker and use contracts for jobs.
- Orienting new workers seeking employment about how the worker center operates.
- Ensuring all persons seeking to join the workers center register for a membership orientation.
- Using the hiring hall to engage Latino Union's base of Latinx and Black day laborer and household worker members in creating safe, living-wage jobs, growing as leaders, and building a larger movement for immigrants and workers' rights.
- Coordinating regular workers center committee meetings to inform the operation and direction of the workers center.
  - Creating a basic plan for worker center members to engage in outreach.



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### **Organizing Scheduling and Recordkeeping (20%):**

- Identifying and maintaining in collaboration with the organizing team a list of bilingual resources for members and organization.
- Keeping up to date records of general events, orientation, and workshop assistance.
- Maintaining records of membership involvement requirements for all members.
- Maintaining an up to date calendar of events on google calendars.
- Coordinating third-party workshops when needed.
- Maintaining and sharing all relevant expense receipts from organizing events to share with the operations manager.

### **Outreach and Communications (20%):**

- Maintaining the membership announcement chat and other forms of digital communication with membership.
- Responding to messages and comments on our social media accounts.
- Preparing outreach materials in collaboration with the team.
- Calling and texting membership for outreach efforts.
- Creating flyers and other outreach materials on Canva in collaboration with the Communications Director.

### **Other responsibilities (10%):**

- Attending bi-weekly staff meetings and weekly organizer meetings.
- Maintaining the monthly office hours schedule for staff.
- Coordinating office use requests for off work-hour community events, and workshops.
- Liaising and coordinating space use requests for shared space on 4747 N Sawyer.
- Catalog, organize, and maintain organization records and storage space.
- Supporting with translation and interpretation as needed.
- Other duties as assigned.

### **Required Qualifications:**

- Commitment to LU's mission and vision, specially with collaborating with workers in developing the tools necessary to improve social and economic conditions.
- Strong communication skills demonstrating clarity and consistency in follow up.
- Fully bilingual in English and Spanish with the ability to interpret and translate when needed.
- Ability to facilitate group decision making, and problem solving.
- Knowledge of use and management of Google Suite and Office Suite among other tools for documentation and communication.



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- Knowledge of use and management of social media and communication platforms such as Instagram, Facebook, Twitter, Whatsapp, Signal, etc.
- Ability to work both independently and in a collaborative environment.
- Knowledge of graphic design platforms such as Canva.

### **Basic administrative skills Special Requirements:**

- Must be available early morning hours in a fast-paced environment. The hiring hall operates remotely M-F from 8am-12pm.

### **Favored Qualifications:**

- Previous project and team management experience.
- Additional language fluency (Portuguese, Creole, Polish, Tagalog, Indigenous languages from the Americas such as Quechua) a plus.
- Familiar with Popular Education methods.
- Experience in facilitating groups of men and/or discussions around gender equity and/or gender based violence.
- Commitment to challenging the assumptions of Latinidad and advocating for plurinationalism and international solidarity.
- Familiarity with community organizing, immigrants' rights issues, and/or workers' rights issues.

**How to apply:** Please send cover letter and resume to [jobs@latinounion.org](mailto:jobs@latinounion.org) with "Worker Center Coordinator" in the subject line by 12:00PM, June 25, 2023

**Note to applicants:** We strongly encourage Women, people of color, and immigrants to apply. We encourage you to apply even if you don't fulfill all the qualifications but are committed to building worker community power. We are looking for someone who is a good fit within our collaborative working environment and is invested in the professional and organizational development of our members.

**Who we are:** Latino Union of Chicago collaborates with low-income immigrant and U.S. -born workers to develop the tools necessary to collectively improve social and economic conditions. Latino Union is an equal opportunity employer to all employees and applicants for employment without regard to race, creed, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, or marital status, in accordance with applicable federal, state, and local laws.