Somerville Worker Center Coordinator
Full-time: 40 hours per week
Location: 530 Mystic Ave, Somerville, MA 02145

About the Somerville Worker Center
The Somerville Worker Center is a program of The Welcome Project to promote worker’s rights and safety in the City of Somerville. It is a collaboration with the Massachusetts Coalition for Occupational Safety and Health (MassCOSH), and The Brazilian Worker Centers (BWC).

Description:
The Somerville Worker Center seeks to hire a Director to develop and deliver workers’ rights training, support workers’ leadership development around their rights, and conduct outreach to unions to strengthen the Somerville Worker Center relationships. Preference will be given to candidates who have previous experience with a combination of: worker health & safety, wage theft, and/or adult participatory/popular education. Quick learning-curve and uptake expected.

Duties:
1. Education and Outreach:
   - Assist in the development and revision of the curriculum for Worker Center trainings.
   - Assisting in the maintenance of training project resources (e.g. training aids, intake forms, database management, and outcomes), etc.
   - Facilitate workshops for workers on safety and health, wage and hour laws, discrimination and other workers’ rights issues.
   - Participating in all aspects of course & trainer evaluation.
   - Conduct outreach to the immigrant community, unions, and community organizations to educate them about the SWC training and technical assistance resources.
   - Participating and maintaining appropriate professional credentials and certifications.
   - Maintain SWC social media to support digital outreach.

2. Organizing and Advocacy
   - Case Management: Conduct intake for workers that come to the SWC seeking for help with worker issues.
   - Connect workers with resources available in the community as needed
   - Provide support and encouragement to union shop floor members who are willing to become leaders in promoting health and safety, both within their bargaining unit and more broadly.
   - Participate in agency-wide program efforts that engage the community.
   - Coordinate Wage Theft Advisory Committee monthly meetings, complying with the Open Meeting Law requirements.
3. Grant Management:
   - Monitor grants awarded to the SWC and comply with grant requirements, including submission of status reports, invoice management and partnership communications.
   - Searching new sources of funding for the Worker Center, as needed.

4. Admin/Operations
   - Day to day activities.
   - Supervise Tufts Tisch Scholar Intern
   - Carry out other responsibilities as requested by the Executive Director of The Welcome Project.

Qualifications and Experience:
   - Excellent facilitation, written/oral communication, and organizational skills.
   - Experience providing training to workers and adult learners, using popular education/interactive approaches.
   - Must demonstrate leadership quality and be able to work with minimal supervision.
   - Language requirements: Bi-lingual, with a proficiency in Spanish or Portuguese.
   - A BS/BA degree in a related field or five years practical and training experience, or an MS/MA degree with one year practical and training experience required. Experience with environmental or health & safety organizations, credentials are a plus.
   - Strong writing/editing skills and competency or willingness to learn how to use Zoom, Google Suite, Canva, MS Office, and other online tools.
   - Ability to maintain a high level of professionalism and confidentiality.
   - Must be able to travel to different course locations and training courses in the Greater Boston area.
   - COVID-19 Protocol: All applicants must be fully vaccinated (all doses and booster shot).

This position is full-time, 40 hours per week. Weekend hours should be expected 2-3 times per month. Salary: $51,000/year plus individual health and individual dental, individual vision, short- and long-term disability. This is a one-year contract with the possibility of extension if additional funding for this project becomes available.

A Criminal Offender Records Information and Motor Vehicle Records Checks will be performed on all applicants after a conditional offer of employment is made.

To apply, please submit a resume and cover letter to francisca@welcomeproject.org.