

Hawai'i Workers Center

JOB ANNOUNCEMENT

POSITION: Full Time Organizer

Salary Range: \$ 45,000-50,000 based on experience

Reports To: **Executive Director**

Starting Day: **10/04/2021**

Application Deadline: **Friday, September 20, 2021**

How to Apply:

- Send your resume with cover letter to: hiworkerscenter@gmail.com No calls please.
- Send 3 References.

The Hawai'i Workers Center (HWC) is a newly formed nonprofit and tax-exempt organization whose mission is to be a resource for information, education, training, organizing, and leadership development primarily for unorganized and low-wage workers. HWC provides workshops on workers' rights, safety and health, and protection from wage theft, labor trafficking, abuse and harassment, and other workplace hazards and issues. It also provides referrals to various health, housing, immigration-related and legal resources. HWC collaborates with labor, faith-based organizations and others who share a common interest in enhancing the well-being of workers.

The HWC will strive to be adequately resourced in order to eventually serve all of Hawai'i.

Position Description

The position will work on base building (outreach, recruitment and engagement), leadership development, and campaign participation of workers members focusing on Filipino workers and allies and supporters. This position emphasizes outreach, relationship building, and deep listening that results in building lower income, non-unionized worker members and core leader recruitment; facilitating the collective capacity of new/existing workers to be part of campaign and organizational leadership; and implementing campaign strategies. HWC campaigns may be campaigns we lead or that we partner with others to lead.

Key Functions:

Base Building

- Develop and carry-out one-on-one outreach and other recruitment strategies in an effort to ensure that HWC's membership reflects those workers most exploited and without a voice and grows in numbers that increase HWC worker' power
- Support the development and use of communication materials and strategies effective for both English and other needed languages
- Recruit workers to training meetings and campaign activities

Leadership Development

- Facilitate relationships between members and foster shared ownership and responsibility for HWC work.
- Develop and conduct workshops, meetings, trainings, and strategy sessions that engage workers as politically conscious critical thinkers, change agents, and unified members working toward common goals.
- Support the ongoing development of Core Leaders through coaching, reflection, and capacity building.
- Train workers to participate in and/or lead campaign and coalition/movement building activities.

Campaigns and Movement Building

- Support the development and implementation of issue-oriented campaigns that further the mission and long-term goals of HWC

Coalition Building

- Represent HWC, along with HWC worker leaders, as needed, at collaborative, coalition, and community meetings.

Policy Change

- Support and prepare HWC worker leaders to engage and manage relationships with policymakers related to HWC campaigns, coalitions and movement building efforts.

Organizational Building:

Administration & Operations

- Develop and support internal systems that support HWC values and that build a strong, efficient, bold and legally compliant organization
- Implement and maintain internal operating procedures related to effective and efficient program implementation including financial tracking, timely reports and record keeping and data base up-keep
- Ensure alignment of day-to-day program activities with program goals, including achieving contractual obligations outlined in grants and contracts.
- Seek professional development and self-improvement that benefit HWC goals

Evaluation

- Maintain information about and results of outreach efforts in order to effectively manage follow-up and relationship building with workers
- Input data related to base building and leadership development progress and results.
- Plan, implement and evaluate meetings, trainings, campaigns, actions, and other HWC events in partnership with other staff, and worker leaders.
- Assess self, team members, and organization for strengths and areas for ongoing improvement.
- Maintain and utilize program evaluation results.

Strategy Development

- Participate in organizational planning and coordinate application of strategic plans to organizer work plans.

Fundraising & Resource Development

- Support organization-wide fundraising initiatives as needed and assigned
- Ensure volunteers are recruited, when needed, oriented and well managed

Other

- Other duties as occasionally assigned

Skills/Qualifications

Required:

- Previous experience in successful organizing including base building, leadership development and successful issues campaigns.
- Demonstrated ability to work as a team player and self-starter
- Proficiency in training and facilitating meetings and events
- Oral and written fluency in the English language – able to communicate across different literacy levels.
- Proficiency in writing styles necessary to communicate professionally with a wide range of individuals.
- Reliable transportation, with valid driver's license and current liability insurance.
- Ability to problem solve and work well under pressure
- Proficiency google suite (drive, spreadsheets, forms, docs, groups, voice, slides)
- Ability to mediate conflicts and disputes
- Ability to work well with diverse groups and population
- Willingness and ability to work early and late hours when needed
- Oral and written fluency in Tagalog or Ilocano and ability to interpret and provide translation.

Preferred:

- Strong technology skills
- A willingness to make a 2-3-year commitment

Additional Employee Benefits:

Medical insurance, a minimum of fifteen (15) paid holidays per year, vacation accrual, sick/personal leave.

Disclaimer: The statements in this description represent typical elements, criteria, and general work performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required for the job.