



## **JOB ANNOUNCEMENT**

### **Part Time COFA Community Organizer**

The Hawaii Workers Center (HWC) is a nonprofit and 501c3 organization whose mission is to be a resource for information, education, training, organizing, and leadership development primarily for unorganized and low-wage workers. We envision a Hawaii in which all workers are empowered to exercise their right to organize for their social, economic and political well-being.

#### **Position Description**

The position will work on base building (outreach, recruitment and engagement), leadership development, and campaign participation of workers, focusing specifically on low-wage workers from the nations that are signatories to the COFA agreement which includes: the Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI), and the Republic of Palau.

This position emphasizes outreach, relationship building, and deep listening that results in developing worker and community power towards implementing the campaign strategies centered on HWC's initiatives.

#### **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.
- Support the development and use of communication materials and strategies effective for the COFA community.

##### **Leadership Development**

- Develop operations materials 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.

##### **Campaigns and Movement Building**

- Support the development and implementation of issue-oriented campaigns that further the mission and long-term goals of HWC and HWC's Recovery Proposals.

##### **Coalition Building**

- Represent HWC, along with HWC worker leaders in the community.

### **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**

- Ensure alignment of day-to-day program activities with program goals, including achieving contractual obligations outlined in grants and contracts.
- Implement and maintain internal operating procedures related to effective and efficient program implementation, including financial tracking, timely reports and record keeping and database up-keep.

#### **Evaluation**

- Maintain information about and results of outreach efforts in order to effectively manage follow-up and relationship building with workers.
- Plan, implement and evaluate meetings, trainings, campaigns, actions, and other HWC events in partnership with other staff, and worker leaders.

#### **Strategy Development**

- Participate in organizational planning and coordinate application of strategic 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.
- Ability to mediate conflicts and disputes.
- Ability to work well with diverse groups and populations.
- Willingness and ability to work early and late hours or weekends when needed.
- Proficiency with Google and/or Microsoft products.
- 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.

**Preferred:**

- Ability to use technology effectively in outreach, reporting, video, social media, and other communication.
- Oral and written fluency in other languages connected to the COFA community.

**Pay Rate:** \$23 per hour.

**Category:** non-exempt, minimum of 20 hours and maximum of 30 hours per week.

**Reports To:** Director of Organizing

**Starting Day:** Immediate

**Application Deadline:** Hiring immediately

**How to Apply:** Send your resume with cover letter to: [hiworkerscenter@gmail.com](mailto:hiworkerscenter@gmail.com)

**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.