



JOB ANNOUNCEMENT

Part Time Volunteer Coordinator

The Hawai'i Workers Center (HWC) is a nonprofit and 501(c)(3) 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 Hawai'i in which all workers are empowered to exercise their right to organize for their social, economic and political well-being.

Position Description

We seek an energetic Part Time Volunteer Coordinator. The position is responsible for ensuring that the newly launched Volunteer Program operates as a way to build the capacity to expand HWC's organizing of low-wage, non-union workers. The Coordinator is responsible for planning, coordination, and execution of events, projects, and activities for our volunteers.

The position will work on base building (outreach, recruitment and engagement), leadership development, and campaign participation of volunteers especially in worker outreach and education.

Key Functions

- Coordinate biweekly check-ins with the Volunteers and the monthly All Volunteers Meeting (in person or online)
- Develop & implement a Program of Action to strengthen the Volunteer Program and engage volunteers that includes but is not limited to:
 - Delegating responsibilities based on pre-determined areas of work (primarily Communications, Workers Organizing, and Youth Leadership Program) to Volunteers in consultation with the Executive Director, Director of Organizing, and Communications and Development Manager
 - Developing detailed plans for Volunteer Program including recruitment, onboarding, retention, and recognition
 - Developing volunteer events, including timelines, budgets, and required resources (i.e. Know Your Workers Rights Trainings, guest speakers, etc.)
 - Working with various stakeholders, vendors, and staff members
 - Keeping detailed records of event plans, budgets, and post-event evaluations
 - Consistently assess the efficacy of the Volunteer Program and identify areas for improvement.
- Report to the Executive Director

Working Conditions

- 10 hours per week
- May require working evenings, weekends, and holidays depending on event schedules
- Other related duties as assigned

Preferred:

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

Pay Rate: Hourly pay at \$25/hour (\$13,000/annual.)

Category: Non-exempt, maximum of 10 hours per week.

Reports To: Executive Director

Starting Day: Immediate

Application Deadline: Hiring immediately

How to Apply: Send your resume with cover letter to: contact@hawaieworkerscenter.org

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.

Application Process

Interested candidates should submit their resume, cover letter, and references to [\[contact@hawaieworkerscenter.org\]](mailto:contact@hawaieworkerscenter.org). Review of applications will begin immediately and continue until the position is filled.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.