



WORKERS CENTER COORDINATOR

About the Organization: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

B1C’s Workforce Development program teaches the skills newcomers need to earn a living wage and become self-sufficient contributors to our local economy and community. The program includes a Skills Development program that offers stackable jobs skills training in growth industries, vocational English instruction that is tailored to each skill track, and a Worker Center that provides job placement and other program assistance.

Building One Community (“B1C”) seeks an outgoing and independent **Workers Center Coordinator** to support the area’s day laborer community and serve as a link to the Workforce Development program and other B1C services. This position requires outreach to workers in the community and active management of an effective job referral service. This full-time position reports to the Adult Education Director and requires some Saturday hours.

Primary responsibilities include but are not limited to:

- Greet workers at B1C’s Worker Center on Shippin Avenue; assess needs of new participants and check in with returning workers
- Refer participants to other B1C services or appropriate external partner services as needed
- Routinely visit sites where daily workers congregate, assess worker needs and provide information about B1C educational programs and services
- Organize and run monthly Sunday Worker Council meetings
- Organize Worker Center events, including a summer BBQ, November Coat Drive and December Holiday Party
- Collaborate with other area organizations to plan activities that benefit day laborers
- Serve as B1C liaison to National Day Laborers Organizing Network (NDLON); seek best practices and benchmarks from NLDON and other hiring sites
- Maintain a database of workers with individual details on their skills, job placements and employer feedback
- Maintain a database of local employers as well as online and onsite job placement requests
- Match workers according to employer needs and worker experience. Survey employers and workers after job completion

- Create and execute a marketing plan to encourage local employers and homeowners to utilize B1C's Worker Center
- Coordinate with Skills Development program on classes of interest to the day laborer community
- Enter all touch points and program referrals into Salesforce database on a daily basis

Required Qualifications

- Fluent verbal and written skills in both Spanish and English required; French/Creole a plus
- Associate degree required; bachelor degree preferred
- 3+ years in social services and/or customer service setting; experience in case management a plus
- Ability to work on-site and occasionally visit other worker sites; personal vehicle required
- Ability to accurately summarize job placement details and worker qualifications
- Networking experience and comfort interacting with area employers and homeowners
- Proficiency with Microsoft Office software and basic Internet research techniques
- Knowledge of Salesforce or other database experience a plus
- Strong interpersonal skills, including an outgoing, welcoming, and positive attitude
- Ability to work independently across multiple projects with minimal supervision
- Availability one Sunday afternoon per month for Workers Council meeting (2-4 pm)
- Belief in B1C's mission and goals

To apply for this position, please submit your resume to jobs@b1c.org. No telephone calls please.

Building One Community is an Equal Opportunity Employer