



## **WORKERS COORDINATOR**

Building One Community (“B1C”) seeks an outgoing and independent **Workers Coordinator** to support the Workforce Development team and serve as a link between workers and employers. This position requires active management of an effective job referral service, outreach and education with workers, and coordination of our Unpaid Wages program. The Workers Coordinator will also market B1C services and network to build an active, larger portfolio of employers and workers. This full-time position reports to the Workforce Development Director and requires Saturday morning and some evening hours.

### **Primary responsibilities include but are not limited to:**

#### *Worker Outreach*

- Visit sites where daily workers congregate, assess worker needs and provide information about B1C educational programs and services
- Refer day laborers to appropriate external partner services as needed
- Organize and run monthly Worker Council meetings
- Assist with activities planned by other organizations to 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
- Coordinate the Construction & Landscaping and OSHA workshops; identify new workshops and life skills training as appropriate
- Conduct virtual wellness calls during COVID-19, identifying and maintaining contact with high risk workers; coordinate lunch delivery for these workers as needed
- Manage disbursement of donated COVID-19 emergency funds to daily workers

#### *Hiring Site*

- 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
- Enter all Hiring Site records into Salesforce database platform on a timely basis
- Organize Worker & Hiring Site events, such as flu shot clinics, employer job fairs, etc.

### *Unpaid Wages*

- Screen potential participants and schedule appointments
- Coordinate with volunteer attorney and translate during meetings as necessary
- Follow up with participants and enter all program data in Salesforce

### **Required Qualifications**

- Fluent verbal and written skills in both Spanish and English required; French/Creole a plus
- Associate's degree required; bachelor's degree preferred
- Previous experience in community services/community organizing required
- Proficiency with Microsoft Office software and basic Internet research techniques
- Understanding of effective job posting strategies and resources
- Ability to work on-site and remotely; must have personal vehicle to visit worker sites
- Knowledge of Salesforce or other database experience a plus
- Up-to-date OSHA certification a plus
- Networking experience and familiarity working with volunteers a plus
- Ability to work independently across multiple projects with minimal supervision
- Strong interpersonal skills, including a patient, warm, welcoming and positive attitude
- Ability to provide 3 professional references that demonstrate reliability and strong work ethic
- Belief in B1C's mission and goals

### **Job Type/Schedule**

- Full-time non-exempt; 40 hour per week
- Mon- Fri 7:30am- 2:00pm / Sat 7:30am- 12:00pm
- One Sunday a month + 3 evening/weekend floating hours

**About Us:** Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford, Connecticut area. Building One Community's mission is to advance the successful integration of immigrants and their families.

To apply for this position, please submit your resume and a cover letter with desired salary to [jobs@b1c.org](mailto:jobs@b1c.org). Resumes without a cover letter will not be reviewed; no telephone calls please.

*Building One Community is an Equal Opportunity Employer*