

Outreach and Education Coordinator

About the Organization

Working Washington and Fair Work Center joined forces in 2018 -- bringing together two organizations with strong track records and histories full of victories for workers. Together, we fight for new rights for working people and make those rights real through community-based education and legal services, all while building a powerful movement of working people. We are the national leader in organizing delivery workers in the gig economy, leading most recently to the passage of first-in-the-nation paid sick leave and hazard pay laws for gig workers in Seattle. We've served thousands of workers in our legal clinic, and put over a million dollars back in workers pockets. We led the effort to expand overtime protections for Washington's salaried workers, and in 2019 passed safety and health protections for strippers. We've trained hundreds of farmworkers in Eastern Washington about their rights at work, and we continue to organize domestic workers to enforce Seattle's groundbreaking Bill of Rights.

We focus on industries with high rates of workplace violations, where people of color, immigrants and refugees, women, LGBTQ+ workers and young workers more likely to work. In order to reach these workers, we provide our services in multiple languages and partner closely with other grassroots community-based organizations who work with, and are often led by, members of these communities. Our goal is to build the power of workers across Washington state and serve as a national model for new forms of worker organizing. We envision a society in which all workers have access to safe, dignified, and well-paying jobs.

About the Position

The Outreach and Education Coordinator is responsible for engaging low-wage workers primarily in Seattle about their rights at work through trainings, workshops, and one-on-one worker outreach. The Coordinator will coordinate and facilitate labor standards Know Your Rights trainings with community-based organizations. The Coordinator will be responsible for developing, designing and updating educational materials for use in trainings and outreach. Through direct engagement with workers, the Coordinator will refer workers experiencing potential workplace violations to our Legal Clinic and our organizers. The Coordinator will support training systems across the Outreach & Education Team. This position will report to the Director of Strategic Partnerships & Community Education.

The ideal candidate will have a high level of personal accountability, strong facilitation skills, an orientation toward accessibility, and the cultural competency to connect with a broad range of workers from different industries, communities, cultures, and religions. Maintaining strong, meaningful relationships with community-based organizations will be key to this position. Success in this position requires a creative, worker-centered approach to education and outreach and a commitment to economic and racial justice.

KEY RESPONSIBILITIES

Outreach (35%)

- Identify, engage and build relationships with community-based organizations, community groups and human service organizations with the goal of engaging low-wage workers in education about their rights through education and training programs. Act as a point of contact and bridge.
- Organize and schedule Know Your Rights and Train the Trainer workshops on labor standards with community-based organizations primarily in Seattle-area to meet team deliverables.
- Co-develop worker outreach strategies with community-based organizations for turn-out to educational and training opportunities (e.g. flyers, events, 1:1s, digital, surveys).
- Offer 1:1 intake meetings with workers to make referrals to Legal Clinic regarding workplace violations or issues; and to connect with resources, campaigns, and other community services.
- Maintain an accurate outreach database to track outreach and partnership work.

Education (45%)

- Lead the implementation of training plans developed in coordination with team Director.
- Conduct and facilitate Know Your Rights and Train the Trainer workshops (as lead facilitator, in partnership with community organizations, or with other staff).
- Conduct and facilitate Know Your Rights and Train the Trainer workshops for workers in FWC/WW industry campaigns as determined by Director of Strategic partnerships & Community Education and Campaigns Director.
- Develop and maintain educational curriculum and materials: adapt and design educational materials as needed to reflect culturally responsive best practices (including training presentations, written materials for in-person and digital distribution and video content for broader accessibility).
- Coordinate updates to curriculum to reflect new labor standards, changes in laws, and current political context of worker issues.
- Coordinate language translation of materials.

Data & Other Tasks (20%)

- Record monthly data of trainings, outreach, and communications activities conducted by the Outreach & Education Team.
- Update and maintain team outreach documents, spreadsheets, and project plans.
- Help guide leadership development and best practices for popular education facilitation.
- Participate in organizational racial equity processes.
- Other duties as assigned.

QUALIFICATIONS

Required

- Experience leading community education, trainings or workshops, giving presentations, and speaking with people one-on-one
- Experience working in community education, outreach, or community organizing
- Experience working with immigrants, refugees, and people from diverse backgrounds;
- Proficiency in Spanish
- Proactive relationship-building
- Flexibility and willingness to adapt for different worker needs
- Ability to work collaboratively and communicate effectively with workers, colleagues, and partners
- Ability to think strategically and explore creative solutions to problems
- Demonstrated commitment to economic, racial and social justice
- Proficiency with using database systems and MS office applications or willingness to learn database systems and applications

Preferred

- Experience with popular education and adult learning facilitation
- Familiarity with labor and employment laws (local, state, federal) or ability to learn new subject matter quickly
- Experience working with community-based and human services organizations
- Ability to speak a language other than Spanish and English

Salary and Benefits: This is a salaried exempt position. \$52,000-58,000 per year. This position comes with robust benefits – health, vision, dental, retirement, vacation, and commuter benefits (ORCA card).

While during the COVID-19 pandemic, this job is remote. When we can safely resume working in person again, our office is located in Lower Queen Anne, Seattle. You will also be expected to travel in the field to conduct trainings with community organizations.

To Apply: Please send a cover letter and resume to simone@fairworkcenter.org with your name and “Outreach and Education Coordinator” in the subject line. Applications will be accepted through Monday September 14, 2020 and reviewed on a rolling basis. If you need disability, language or other accommodation in the application process, please contact Zhi Chen at zhi@fairworkcenter.org.

Fair Work Center and Working Washington is an Equal Opportunity Employer. We strongly encourage people from communities most negatively affected by the income inequality crisis to apply, particularly: people of color, immigrants, women and feminine-identified people, lesbian, gay, bisexual, queer, trans, and gender non-conforming people, and people with disabilities. We seek candidates whose lived experiences reflect the lived experiences of the workers we support. Experience in retail, food service, health care, domestic work, gig work, and construction, some of the common industries in which we reach workers, is welcomed.