

FAIR WORK CENTER

Job Announcement for the Fair Work Center **Program Director**

Organization Overview:

The Fair Work Center empowers workers to achieve fairness at their places of employment. We are hub for workers to understand and exercise their legal rights, improve working conditions and connect with community resources.

We envision a society in which workers are treated with dignity and respect regardless of class, gender and race, where employers follow all labor laws, and where all workers know and exercise their rights at work.

We believe that minimum labor standards are a key solution to creating fair work places. To us fair work adheres to the following values: accountability, equity, dignity, respect and transparency.

Reports to: Executive Director

Description: Salaried exempt position

Summary: Program Director is primarily responsible for overseeing the coordination and administration of all aspects of outreach and education programs, including planning, organizing, and managing program activities.

Duties:

Programmatic Direction (75%)

- Oversee all outreach, engagement, and education programs
- Work with the executive director to develop and implement racially just programmatic criteria, systems of community accountability, and the overall programmatic vision for Fair Work Center
- Lead the development of outreach and education strategies for Fair Work Center in collaboration with staff and the executive director
- Identify and implement new program areas while considering staffing needs, budget items, and overall vision of the organization with the executive director
- Develop opportunities for collaboration with community based organizations and identify opportunities to support their work

- Maintain and deepen specific relationships with important community organizations, community groups, and human service agencies
- Assist the executive director and director of communications and development in grant writing
- Support staff in the development and performance of know your rights and train the trainer workshops with community based organizations about worker's rights in Seattle and Washington State
- Support staff in identifying, building and deepening relationships with additional community organizations, community groups and human service organizations.
- Other duties as assigned by the Executive Director

Supervision (25%)

- In consultation with the Executive Director, recruit, interview and select well-qualified program staff
- Establish and implement a performance management process for program staff
- Ensure all staff members receive orientation and appropriate training
- Supervise program staff by providing direction, input and feedback in weekly check-ins
- Implement the policies, procedures and practices of the organization for supervised program staff, including the administrative support and documentation of policies for individuals

Qualifications

The ideal candidate will have a demonstrated commitment to economic, racial and social justice and will be a mission driven, self-starting, quick-learning multi-tasker with deep respect for workers.

- Demonstrated commitment to economic, racial and social justice
- 5-7 years of experience working in outreach, community organizing, social work, case management or any combination of experience that demonstrates an ability to connect with and support workers as they empower themselves
- Proficiency in two or more languages
- Experience working with immigrant and refugees and communities of color
- Strong interpersonal, written and communication skills
- Ability and interest in giving presentations and speaking with people one-on-one

- Familiarity with labor laws (local, state, federal) or ability to learn new subject matters quickly
- A strong interest in working collaboratively with a demonstrated ability for time and project management
- Self-starter who is interested in owning and driving outreach at FWC
- Proficiency with MS Office Suite and experience with CRM Databases
- Writing and communications (blogs, social media, etc) experience and technical skills a plus

Salary and Benefits:

\$65,000-\$75,000 per year, depending on experience. This position comes with robust benefits (health, vision, dental, retirement and vacation) that begin upon hire.

To Apply:

Please send a cover letter and resume to memo@fairworkcenter.org.

Fair Work Center brings an equity lens to hiring, and we are strongly committed to assembling a diverse, broadly experienced team. Women, people of color, people with disabilities, LGBTQ people, immigrants and refugees, and veterans are strongly encouraged to apply.

If you need disability, language or other accommodation in the application process, please contact Hana Kawai at Hana@fairworkcenter.org.