



**Justice at Work
Program and Administrative Coordinator**

ORGANIZATIONAL OVERVIEW:

Justice at Work is a 501(c)(3) legal services organization founded in 2011 to provide strategic legal support to low-wage worker organizations and their members, to strengthen worker organizing. Justice at Work envisions all workers having the voice and power to ensure safe and healthy conditions, fair wages, dignity, and respect on an ongoing basis. To accomplish our vision, we build capacity through legal training and technical assistance; provide direct legal services and access to legal resources and advocacy; and counsel groups of workers at specific workplaces or across industries in their efforts to improve working conditions.

POSITION OVERVIEW:

Justice at Work is seeking a dynamic candidate to support its legal services and training programs and coordinate its administrative activities. The successful candidate will:

- 1) Share a commitment to social, racial, and economic justice and an understanding of Justice at Work's mission and theory of change.
- 2) Be organized and self-directed, with:
 - a) experience or direct knowledge of the challenges and opportunities facing immigrant workers in low-paying jobs;
 - b) understanding of and experience with community-based labor organizations; and
 - c) paralegal and/or administrative experience.
- 3) Have strong oral and written communications skills, including attention to detail, in English and Spanish (required), and Portuguese (beneficial).
- 4) Have data administration skills and experience, including experience with data management, CRMs, word processing, mail merge, and Excel.
- 5) Have a background in, or a commitment to learn, employment and labor law.



Responsibilities will include:

Programmatic:

- 1) Supporting Justice at Work staff in training worker center members and staff on workplace-related laws and providing advice, referral and representation for worker center members with workplace legal issues.
- 2) Helping perform know-your-workplace-rights presentations in English and Spanish.
- 3) Performing legal intakes, in person and over the phone, of worker grievances specific to workplace-related abuses, and providing ongoing case support.
- 4) Drafting and filing complaints with government agencies and courts.
- 5) Maintaining a network of private and legal aid attorneys who serve worker center members.
- 6) Ensuring that data reporting on training and legal services is complete, including information on worker clients, employers and industries.
- 7) Performing research on employment, labor and immigration law/policy.
- 8) Translating and interpreting between English and Spanish (and Portuguese, if capable).

Operations:

- 1) Managing office and financial systems, including ordering office supplies, maintaining office equipment, maintaining expense records, and paying invoices.
- 2) Processing programmatic and fundraising revenue and issuing weekly thank you letters to donors.
- 3) Maintaining accurate and updated donor and constituent records in Salesforce database.
- 4) Supporting mailings.
- 5) Supporting event planning and administration.

Position reports to Associate Director, with some reporting to staff attorneys on programmatic work. Interested applicants should send resume and cover letter to kparady@jatwork.org by January 25, 2019.

COMPENSATION:

Salary and benefits will be commensurate with an individual's experience and background and be competitive with other salaries in the non-profit legal services sector.

Justice at Work is an equal opportunity employer and actively seeks a diverse staff reflective of the communities it serves.