



## El Sol Part-Time Assistant Labor Coordinator

This is an FLSA Classified Non-Exempt Position. This position is for 20 hours a week. The Assistant Labor Coordinator is responsible for operation and oversight of the Labor Program and worker desk operation at the El Sol Labor Center on the weekends and when Labor Coordinator is on time off. The Assistant Labor Coordinator will be expected to rotate with the Labor Coordinator to cover holidays. The schedule is Saturdays (6:30 am – 1:30 pm) and week-day afternoons.

### Essential Functions:

- 1) Day Labor Hall (40%)
  - a. Open the Center at 7:00 am on Saturdays
  - b. Sign in day workers who come for work, ensuring they are properly registered
  - c. Assign workers jobs and assist in the employer-worker transaction as needed
  - d. Assign workers for volunteer duties during the day
  - e. Select workers for “Pendientes” and oversee clean-up of the center at closing.
- 2) Maintain order in the hall and refer incidents to Labor Coordinator and Case Management Coordinator (20%)
- 3) Coordinate with Employer Desk staff/volunteers (5%)
- 4) Coordinate with Employers as required (5%)
- 5) Answer the phone/take messages and forward calls (10%)
- 6) Answer questions of visitors that come in, referring them in the right direction (5%)
- 7) Receive donations (5%)
- 8) Be creative with program development. Other duties as required (5%)
- 9) Make announcements to the assembly as needed (5%)

### Qualifications and Skills:

- Completely Bi-Lingual in Spanish and English
- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and Salesforce
- Strong internet skills, including use of e-mail programs and group messaging
- People-Oriented person
- Work well with Volunteers
- Be Flexible and patient
- Culturally Sensitive Background
- A strong leader able to communicate clearly with the day-labor population

This position will report directly to the Labor Coordinator.

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Name

Date