



El Sol Part Time Labor Program Assistant

This is an FLSA Classified Non-Exempt Position. The Part-time Program Assistant is primarily 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. Hours of work for Sundays and Holidays are 7:00am – 11:00 am and from 6:30 am – 1:30 pm on Saturdays. The Part-time Program Assistant will also be available to help other program coordinators with their tasks.

Essential Functions:

- 1) Day Labor Hall (10%)
 - a. Run the Labor Desk on Saturday's and Sunday mornings.
 - b. Unlock the main doors
 - c. Sign in day workers who come for work, ensuring they are properly registered
 - d. Assign workers jobs and assist in employer-worker transaction as needed
 - e. Assign workers for volunteer duties during the day
 - f. Select workers for "Pendientes" and oversee clean-up of the center at closing.
- 2) Maintain civil order in the main and refer incidents to Labor Coordinator and Case Management Coordinator (20%)
- 3) Knowledge and use of Salesforce; training is provided. (10%)
- 4) Coordinate with Employer Desk volunteers (5%)
- 5) Coordinate with Employers as required (5%)
- 6) Answering the phone/taking messages and forwarding calls (10%)
- 7) Answering questions of visitors that come in, referring them in the right direction (5%)
- 8) Receiving donations (5%)
- 9) Assist other Program Coordinators. Other duties as required (25%)
- 10) Making announcements to the assembly on upcoming events and information about the different programs at El Sol. (5%)
- 11) Inform Supervisor and Executive Director of pending absences at least two weeks in advance to ensure coverage

Qualifications and Skills:

- Completely Bi-Lingual in Spanish and English
- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software
- Strong internet skills, including use of e-mail programs and group messaging
- People Oriented person
- Work well with Volunteers
- Be Flexible and patient
- Cultural Sensitive Background

This position will report directly to the Labor Coordinator.

Name

Date