



El Sol Full Time Labor Coordinator

The Labor Coordinator (LC) is a FLSA Classified Exempt Position. This is a full-time position for 40 hours per week. The Labor Coordinator is responsible for operation and oversight of the Labor Program and worker desk operation in the El Sol Labor Center. Hours of work are from 6:30am to 2:30pm, five days a week.

Essential Functions:

- 1) Open and operate the Labor Hall five days a week (30%)
 - a. Unlock the main doors and Dumpster area
 - b. Sign in day workers who come for work, ensuring they are properly registered
 - c. Assign workers jobs and/or volunteer duties during the day
 - d. Select workers for "Pendientes" and oversee clean-up of the center by 2:00pm
 - e. Supervise cleaning done by Pendientes and if there is no one to clean, find alternative solution.
- 2) Maintain civil order in the main hall and in coordination with the Case Manager Coordinator, be responsible for handing out suspension and expulsion letters (5%)
- 3) Knowledge and use of Salesforce software, training is provided. Responsible for providing weekly, monthly and yearly Labor Program reports. (20%)
- 4) Serve as Workers Council liaison. (5%)
- 5) Supervise Employer Desk Assistant and volunteers and provide training. (5%)
- 6) Supervise and coordinate Assistant Labor Desk Staff to ensure Labor Desk is covered. Keep track of calendar of who is working when. Communicate with staff to make sure days are covered. (5%)
- 7) Assist Volunteer Coordinator in coordinating and supervising court –ordered volunteers (5%)
- 8) Be available by phone on Sunday's and holidays for emergencies related to Labor Desk (5%)
- 9) Coordinate with Employers as required (5%)
- 10) Responsible for updating Workers through texting programs (5%)
- 11) Answering the phone/taking messages, returning phone calls, forwarding calls and giving messages to staff. Greeting visitors and referring them in the right direction (5%)
- 12) Be creative with program development. Other duties as required. (5%)

Qualifications and Skills:

- Fully 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 and be flexible and patient
- Culturally Sensitive Background

This position will report directly to Executive Director

Name

Date