LATINO UNION OF CHICAGO

4811 N. Central Park Ave., Chicago, Illinois 60625
312-491-9044
www.latinounion.org

Hiring Hall Coordinator Position

Type: Part-time, 25hrs/week, $15/hour

Language: Bilingual, English/Spanish

Position Description: Latino Union of Chicago seeks a coordinator to support the daily operations of its living-wage, worker-run hiring hall, the Albany Park Workers Center. This is a part-time position under the supervision of the Executive Director

Responsibilities Include:

- Opening hiring hall at 8am, preparing paperwork for the day, overseeing the hiring hall's daily activities, and preparing the hiring hall's daily report at 12pm when the program closes.
- Overseeing the signing in process and making sure the job distribution process goes smoothly
- Interpreting for workers when needed
- Orienting new workers when they arrive or call the hiring hall
- Providing support to ESL volunteers as needed
- Attending bi-weekly staff meetings and some organizer meetings
- Using the hiring hall to engage Latino Union's base of Latinx and Black day laborer and household worker members in creating safe, living-wage jobs, growing as leaders, and building a larger movement for immigrants and workers rights
- Building positive relationships with Latino Union members

Desired Qualifications:

- Fully bilingual in English and Spanish, with the ability to interpret and translate
- Familiarity with community organizing, immigrants rights issues, and/or workers rights issues
- Some experience in managing others
- Ability to work independently and as a member of a team
- Commitment to Latino Union's mission and values
- Interpersonal communication skills, preferably including experience in cross-cultural exchanges
- Basic administrative skills

Special Requirements:
The Hiring Hall Coordinator must be willing to work early morning hours in a fast-paced environment. This position's hours are Mondays, Wednesdays, Thursdays, Fridays 8am-12:15pm and Tuesdays 8am –4pm. These hours are not flexible, but the position qualifies for earned vacation time, sick time and holidays.

How to apply: Please send resume to info@latinounion.org with "Hiring Hall Coordinator" in the subject line by Friday, January 21, 2018.

Who we are: Latino Union of Chicago collaborates with low-income immigrant and U.S.–born workers to develop the tools necessary to collectively improve social and economic conditions. Latino Union is an equal opportunity employer to all employees and applicants for employment without regard to race, creed, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, or marital status, in accordance with applicable federal, state and local laws.

***Women, people of color, and immigrants encouraged to apply*.**