

Street Level Health Project

Immigrant Rights & Empowerment Program Manager (40 hours/week, non-exempt)

Organization

Street Level Health Project is an Oakland-based non-profit organization dedicated to improving the health and well-being of underserved, urban, immigrant communities in the Bay Area. Street Level is "a safety net of the safety net" and serves as a point of entry to accessing health and other services for those most often overlooked and neglected, namely the uninsured, underinsured, low-wage workers, and the recently arrived.

Immigrant Rights & Empowerment Program

The Immigrant Rights program houses the Oakland Workers' Collective program that works primarily with male and female day laborers and leads our advocacy efforts to effect systems change at the local and state level. The Oakland Workers' Collective (OWC) began in March 2012, a project of SLHP. The OWC is a worker-driven collective committed to using a popular education model to inform workers about their rights, create a safe space for skill building, and support day laborers in connecting with employers in which it serves as a vehicle for economic self sufficiency. Our members also partner with allied organizations to advocate and advance policies that protect low wage immigrant workers. The OWC provides:

- Occupational health trainings that inform workers about their rights to support healthy and safe work environments.
- Leadership development and grassroots organizing skills that empower workers to be active participants in impacting policies that directly affect the lives of day laborers.
- Provides job referrals to link workers with short term employment opportunities and advancing safe, just, and dignified economic opportunities.
- Culturally relevant activities that support community building and allyship across race, gender, age, sexuality, and religion.
- Please see <http://streetlevelhealthproject.org> and www.oaklanddaylabor.com for more information.

The Immigrant Rights and Empowerment (IRE) manager will oversee the vision and day to day operations of the program and support a broad range of staff, volunteers, members, and coalition building. The IRE manager is also a part of the organizational leadership team.

Primary Responsibilities:

OWC Program Activities:

- Oversee and facilitate with IRE staff weekly member meetings (Tues 5:30PM-7:30PM) including: calendaring meetings; coordinating partner agencies and delivery of Tuesday meeting material.
- Research and create relevant materials for use in political advocacy and organizing trainings.
- Supervise new member orientation process to support new members to integrate into group.
- Create ongoing member support activities (i.e. 1:1 meetings to increase interpersonal communication skills; professionalism; and other soft skills related to accountability and group dynamics.)
- Lead activities with IRE staff to nurture leadership development by promoting and encouraging civic participation and democratic decision-making practices with the OWC members.
- Follow up with, implement, and evaluate agreements when necessary as discussed with day laborers and staff in general assembly meeting

- Supervise outreach activities with workers and staff such as flyer distribution, online job search, business visits and others that are needed by overseeing yearly marketing plan to obtain potential employers, allies and new member participants
- Lead and support in implementing cultural events and celebrations to support community building amongst day laborer community.
- Manage and maintain partnerships and represent the organization with local businesses, governmental agencies, educational institutions, and other community-based organizations
- Participate in finding new potential partnerships, resources, and allies to promote the OWC and connecting resources to workers. Ensure that the center is posting updated information about resources/programs for workers and community members.
- Document incidents, events, problems, and conflicts on site and assist staff on conflict resolution with members.
- Facilitate member annual retreat, ongoing evaluation that ensures goals are being met by developing evaluation tools that monitor member progress, member retention, employment linkage and leadership activities
- Troubleshoot issues with workers, employers, staff that needs complex multi-layered conflict resolution
- Support job referral and placement as needed during seasonal high volume placement times.

Street-based Outreach and Member Recruitment

- Supervise the day labor outreach program, outreach activities and program staff; Ensure that all outreach activities performed are properly documented and that all incidents, events, problems, and conflicts are documented by staff and provide conflict resolution support as needed.
- Facilitate 1 day of street outreach at the gathering stops and invite them to use SLHP services and join the OWC program by promoting centers' services and build solidarity and trust with them.
- Supervise outreach staff members associated with breakfast outreach to ensure quality assurance

Advocacy Work Duties

- Work with IRE staff to Identify, recruit and develop workers to participate in organizing process
- Develop workers so they can engage as authentic community leaders (can include going to Sacramento, city council meetings, etc.).
- Plan with IRE staff annual retreat to support members in developing annual advocacy priorities.
- Supervise Day Laborer Organizer to facilitate weekly workers rights education and wage theft clinic and maintain monthly legal partnership activities and provide support as needed.
- Supervise and support day labor organizer in activities with Northern CA day laborer coalition table to ensure collaboration between partners and participating day laborer centers.
- Supervise ACILEP dispatcher activities and provide support as needed
- Participate in current coalition tables pertaining to IRE program and continue to cultivate relationship with allies and foster points of collaboration to bring resources to day laborers (i.e. Norcaldon, Fair Labor Oakland, ACILEP, etc.)

Program Administration Duties

- Implement deliverables and oversee data entry to ensure data integrity of all activities as needed by the City of Oakland Day Labor Contract and other grants.
- Co-lead grant reporting with Executive Director to provide all necessary data and narratives needed for grant reports and support in developing deliverables for potential grants.

- Co-lead the IRE program vision and infrastructure with Executive Director to ensure program goals are being met.
- Recruit and coordinate IRE volunteers and with staff coordinate scheduling, work plans, and supervision.
- Provide 1-1 supervision and support and ongoing training in weekly department meetings and regular check-ins to program staff.
- Cover IRE staff when they are on vacation or attending meetings/events and/or when is necessary (i.e. job referral line, outreach, wage theft clinic, etc.)
- Coordinate with Food Program Coordinator material (i.e food supplies) associated with for outreach and Tuesday Night dinner as needed.
- Support in language development for OWC website and updates as needed.

Organizational Support

- Facilitate and participate in weekly department and staff meetings
- Help with organizational events as needed (annual community celebration community events, fundraisers, open houses, etc.)
- Engage in collective organizational visioning, strategic planning, and programmatic decision-making that contributes to a culture of self-care and work/life balance.
- Support development of a growing program with creativity and innovation.
- Perform other duties as assigned

Required Skills and Qualifications:

- This position requires **bilingual fluency in Spanish and English** , with strong oral and written communication skills.
- Minimum 4 years of management experience with a background in immigrant, day laborer/low wage workers, undocumented, low-to-no literacy, and/or limited English settings.
- Background in workers rights, occupational health, immigration or public health. Excellent conflict resolution/mediation and group facilitation skills a must.
- Patience and courtesy is a must.
- Flexibility and a strong ability to work collaboratively with a creative problem-solving approach.
- Capacity to work independently with a high level of self-direction and initiative required.
- Experience with Microsoft Office and Google Suite/Apps(Word, Excel, Internet, Google Drive, Social Media -Facebook, Instagram, Yelp- and equipment operation such as copiers, fax machines, and telephones required.)
- Ability to prioritize tasks and work well under pressure.
- Ability to work in non-traditional, drop-in community setting that requires multi-tasking and effective prioritization.
- Ability to work flexible hours and weekends when is necessary (work early, afternoon and/or evening)
- Willingness to work at locations with limited resources
- Knowledge of popular education methodology preferred
- Strong teamwork and organizational skills
- Ability to work well with diverse groups and populations, especially day laborers and homeless community. A valid driver's license (driving as needed for program activities)
- Experience with database management, data analysis and evaluation highly encouraged.

Job Position Details

- The position is compensated at a rate of \$20.00/hour for 40 hours per week. Full Benefits (medical, dental, vision, accrual of vacation and sick leave) with a potential for an increase in pay based on experience. Additionally, after completing the first year of employment, the employee is eligible for 10 days paid leave during our annual holiday closure.

Street Level Health Project (SLHP) is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, sex, sexual orientation, ancestry, national origin, marital status, age, disability, gender, identity, and any other characteristic protected by local, state, or federal law. Women, LGBTQ, and People of Color urged to apply.

How to Apply: Please submit cover letter detailing related experience and resume by Friday, February 9, 2019 to jobs@streetlevelhealthproject.org. **Note job title in the email subject.** Applications without cover letters will not be considered. This position will remain open until filled.