



STREET LEVEL HEALTH PROJECT  
OWC DAY LABORER COALITION COORDINATOR  
JOB DESCRIPTION

**Time Commitment:** 20 hours per week. **PT/NO BENEFITS**

**Reports to:** Gabriela Galicia, Interim Executive Director

**Organization:**

Street Level Health Project (SLHP) 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, and recently arrived.

The Oakland Workers’ Collective (OWC) was launched in March 2012. OWC is a worker-driven collective committed to building community among Oakland day laborers. We provide vocational training and leadership development that informs workers of their rights, creates safe employment opportunities, advocates for policies that support immigrants, and partners with other organizations that are committed to racial justice for immigrant workers. Please see website for more information: <http://streetlevelhealthproject.org> and [www.oaklanddaylabor.com](http://www.oaklanddaylabor.com)

**Job Description:**

The “Safe, Secure, and Sustainable Jobs for Day Laborers” project is a collaborative project that started in 2016 in collaboration with the Oakland Workers’ Collective, Centro Legal de la Raza, and Worksafe. This collaborative is entering phase two of the project in which the support for day laborers expands from local to regional work with other Bay Area Day Laborer Centers in the next three years. The project will use policy and legal advocacy and grassroots community empowerment to improve the working conditions and economic security of day laborers in Northern California. This position will work closely with the collaborative partners and take lead on behalf of Oakland Workers’ Collective to exchange best practices with other centers, support leadership development and worker engagement with policy work, and develop and advance a worker-led policy agenda for day laborers.

**Project Responsibilities (80%)**

- Support weekly Oakland Workers’ Collective activities that include going to outreach 1x a week to build relationship with day laborers and provide KYR mini-workshops
- Support weekly OWC Tuesday evening member meetings and lead provide political advocacy trainings during our organizing section of calendar.
- Facilitate new partnerships to bring in outside facilitators to Tuesday meetings and support coordinating calendar activities for members with all OWC team.
- Serve as a point of contact and lead in encouraging and supporting the regional day laborer centers in convening worker meetings and retreats to solicit input on policy priorities and encourage engagement with policy advocacy projects.
- Continue to gather data regarding day laborer needs to help define and advocate for policy reforms. Support Northern California region region day laborer centers in gathering data through surveys.
- Produce advocacy paper based on day laborer surveys to support policy goals.
- Support worker leaders and worker leader staff in undertaking advocacy based on the data collected.
- Serve as point of contact and lead in supporting worker leader development and engagement with policy advocacy

- Participate in monthly calls to discuss project strategy and policy advocacy
- Lead in the preparation and presentation of at least one training for day laborer staff and worker leaders.
- Identify and recruit three day laborers to participate in policy advocacy work.
- Work together with Collaborative Partners to set the agenda for the quarterly meetings with the Northern California day laborer centers and participate in those quarterly meetings.

#### **Administrative Responsibilities (10%)**

- Keep track of data, activities, material other information as needed for grant purposes.
- Help facilitate one-on-one check-ins with day laborers to ensure they are supported by the OWC program and that their needs are being met within the organization's capacity.

#### **General Organizational Support (10%)**

- Support occasional organizational events and advocacy efforts (such as annual Christmas event and other social events).
- Collaborate with other program staff to ensure documentation of referrals between departments.
- Assist potential OWC members with drop-in and scheduled new member intake meetings.
- Attend weekly Thursday department meetings and professional development sessions.

#### **Skills and Experience Required:**

- Must be fluent in English and Spanish, with strong written and oral communication skills. Mam speakers highly encouraged to apply.
- Flexibility and willingness to work irregular hours (Tuesday evenings, some weekends, depending on demands of the week)
- Experience working with Immigrants and Day Laborers
- Knowledge of Microsoft office and Google Suite. Experience with Salesforce preferred.
- Demonstrate ability to work independently in fast-paced environment.
- A valid California driver's license, and good driving record
- At least two years of customer service, call center, or hiring hall experience
- Basic knowledge of trade skills or desire to learn (ex. construction, gardening, moving, painting, etc.) to better understand employers that call for a specific type of job.
- Skilled in group facilitation, conflict resolution, community outreach, with a demonstrated ability to interact with diverse populations including staff, clients, business leaders, community partners, and funders.

#### **Salary and Benefits:**

**Compensation is commensurate with experience. This project is funded for three years. Please email your resume and cover letter to [jobs@streetlevelhealthproject.org](mailto:jobs@streetlevelhealthproject.org) . Applications will be accepted on rolling basis.**

*Street Level Health Project (SLHP) is an equal opportunity and affirmative action employer, and does not discriminate on the basis of race, color, religion, sex, sexual orientation, ancestry, national origin, marital status, age, disability, gender, identity, HIV status and any other characteristic protected by local, state, or federal law, in any of its relationships with employees or employment applicants.*