



JOIN OUR TEAM

About Us:

The Community Resource Center (CRC) is a nonprofit, community-based organization dedicated to empowering immigrant and low-income families by providing essential resources and advocacy, supporting their journey toward self-reliance and active participation in the community.

Position Overview:

The CRC Worker Center is a grassroots-organized program deeply rooted in the community. Since its inception, the Worker Center has successfully empowered and organized immigrant workers for dignified work and fair wages in Westchester County. The Center's efforts are strongly supported by the National Day Laborer Organizing Network (NDLON), the National Domestic Workers Alliance (NDWA), and the Alianza Laboral of Westchester, among others.

The Worker Center Coordinator fosters an environment where day laborers, domestic workers, and other workers in the informal workforce can build dignity and leadership to improve working conditions and advance their legal rights.

The CRC Worker Center Coordinator position is full-time, with flexible days and hours, including weekends. It reports directly to the Deputy Executive Director.

Main Responsibilities:

- Manage the worker center's day-to-day operations, such as opening the Center at early hours, coordinating workers on site seeking job opportunities, and connecting workers to eligible services.
- Screen workers for job placement, wage theft, educational/workforce programs, case management, and legal services
- Maintain and develop partnerships with local businesses, labor organizations, and government agencies to support workers' needs.
- Manage hiring requests and assign workers appropriate for those requests
- Assist workers with resume writing, interview skills training, and assist with job applications
- Ensure positive relationships with Employers, including obtaining feedback on workers' referrals
- Develop an intimate and professional understanding of challenges and motivating factors in the lives of workers
- Weekly outreach and building relationships with workers seeking jobs at public places such as gas stations, parks, and overall local community

- Coordinate and facilitate Day Laborers' monthly meetings and outreach
- Participate in the Alianza monthly meetings
- Assist workers with wage theft claims and file claims with the NYS Department of Labor, Small Claims Courts, and work with other partners on wage theft claims.
- Participating in policy discussions and advocating for legislation that protects worker rights at the local and state level.
- Coordinate in-house referrals to all other department areas of the Community Resource Center
- Ensure weekly entry of workers, programs, and training attendance in the Salesforce database
- Maintain accurate records of worker interactions, track worker center program outcomes, and prepare reports for funders and stakeholders.
- Keep all client documents in an organized and confidential manner
- Attend weekly staff meetings

Qualifications:

- Strong understanding of labor laws and worker rights issues
- Experience in community organizing and outreach work
- Excellent communication and interpersonal skills to build rapport with workers, employers, and community partners
- Attention to detail and problem-solving skills
- Ability to manage caseloads effectively and prioritize tasks
- Knowledge of office management systems and procedures
- Proficiency in data management and reporting

Why Join Us?

- Join a team dedicated to social change and supporting immigrant communities
- Opportunities for professional development

Compensation:

The annual salary for this position ranges from \$45,000 to \$50,000, commensurate with experience and qualifications.

We are proud to offer a comprehensive benefits package that includes:

- Health Insurance: 100% employer-paid for individual coverage.

- Dental Plan: 100% employer-paid for individual coverage.
- Retirement Savings Plan: 401(k) with a 3% employer match.
- Paid Time Off: Generous PTO, including vacation, sick days, and holidays.
- Workers' Compensation and Disability Coverage

Our organization is committed to supporting the well-being of our employees and fostering a supportive and inclusive workplace.

Please send your cover letter and resume to Janet Rolon Fry, Deputy Executive Director, at jrolon@crcny.org

CRC is an equal opportunity employer committed to creating a diverse and inclusive environment for all employees.