



NORTHEAST OHIO WORKER CENTER

The Northeast Ohio Worker Center (“NEOWC”) is a fiscally sponsored 501(c)(3) non-profit organization that educates, empowers, and advocates for and with low-wage, hourly workers in Northeast Ohio.

The NEOWC seeks an experienced Community Outreach Manager to help us build community and worker power in Northeast Ohio. This position is a one-year, grant funded position that could be extended pending additional grant funding.

The ideal NEOWC Community Outreach Manager will be an outgoing and reliable self-starter who can work with a high level of independence. The Community Outreach Manager will be responsible for working with labor partners, community partners, volunteers, and the general public. The Community Outreach Manager should demonstrate versatility in engaging with people with different interests and objectives, and experience working with diverse groups of people. Organizing experience and/or experience with labor law and labor organizing, employment law, and/or immigration law is a plus.

The Community Outreach Manager should have a cultural understanding of low-wage workers in and around Cleveland, Ohio. Bilingual abilities in Spanish or Mandarin are a skill heavily sought after.

The NEOWC is an equal opportunity employer. All qualified candidates will be considered for employment and individuals with marginalized identities such as race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, are especially encouraged to apply.

Job Duties:

- Assist in the volunteer recruitment, training, and administration of the NEOWC’s monthly wage theft clinics.
 - Provide oversight for key aspects of work related to wage theft clinic implementation including clinic design, volunteer recruitment, worker outreach, partner coordination, set-up, tear-down, and ongoing performance improvement.



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- Coordinate the management of worker cases in between clinics to ensure workers receive accurate education and resources to begin to resolve their issues.
- Monitor legal and regulatory changes affecting low-wage and immigrant workers and provide updates to the Board and the various NEOWC committees
- Lead NEOWC's efforts to serve as a community leader in helping workers to better understand their rights in the workplace.
 - Develop educational materials related to wage theft, worker justice, workplace organizing, and workplace rights
 - Represent the NEOWC in the community and build authentic relationships with working people in Northeast Ohio
- Develop and implement a community outreach plan with a particular emphasis on the most vulnerable workers including BIPOC, immigrant and undocumented workers, and low-wage, hourly workers.
- Assist with the NEOWC's committee work: Worker Justice; Governance; Membership; and the Guardians for Fair Work campaign. .
- Contribute to fundraising and development efforts as needed.
- Report out to the NEOWC's Board of Directors at monthly Board meetings

Qualifications:

The ideal candidate will have:

- Substantial relevant knowledge of workers' rights with a focus on low-wage workers;
- Experience organizing with labor unions, grassroots organizations, or other organizations committed to economic justice;
- Demonstrated excellent written and verbal communication skills;
- Strong organizational and self-management skills, including the ability to multitask, prioritize, and attend to detail;
- Strong communication and interpersonal relationship skills;
- Three years of experience as an organizer, a labor or employment attorney or law assistant, or researcher is preferred, but not required. Any combination of related experience will be considered as well.



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Details:

- \$50,000 salary
- Up to \$500 monthly healthcare reimbursement
- \$50 monthly remote work stipend
- Up to 2% retirement match
- 160 hours vacation, 20 hours flex time
- 12 paid holidays
- Reports to board of directors
- Hybrid work environment
- Travel required in Northeast Ohio
- Flexible schedule with availability required some evenings and weekends

To apply:

- Send your cover letter and resume to neoworkercenter@gmail.com
- Please submit your application materials by March 31, 2023. Applicants are encouraged to apply as soon as possible.