



Centreville Immigration Forum

General Background

Centreville Immigration Forum (CIF) is a 501(c)3 nonprofit whose vision is a community that provides acceptance and opportunity for all immigrants. The Immigration Forum opened its primary project, the Centreville Labor Resource Center (CLRC) in 2011. Since then, CLRC has provided employment opportunities for day laborers in a safe indoor location while providing protection from wage abuse and wage theft. CLRC is open for workers to meet employers from 6 am-noon, Monday-Saturday. Volunteers lead informal ESOL classes during the morning, and there are occasional opportunities for health and financial classes. Skills training and leadership groups are held in the evening, along with additional language classes. These opportunities to build skills prepare workers for better jobs with higher pay, and result in more security for families. Centreville, VA, is located in Fairfax County, a culturally diverse suburb of Washington, DC.

Position Announcement

Centreville Immigration Forum is receiving applications for the **FULL TIME** position of **Labor Center Director**. CIF is seeking a bilingual (English-Spanish) individual who is comfortable working with diverse immigrant communities, experienced in program management in a grassroots organization, and knowledgeable about job development and employment issues. Experience in supervision of volunteers, nonprofit planning, and community organizing will be helpful. Job applicants should review the full job description below, and apply to this announcement by emailing a resume and cover letter indicating the reasons for interest in this position to: apply@centrevillelrc.org

Salary range: \$40-50,000/yr., plus health and other benefits

Hours: 40+/week. Non-standard work hours required. **Regular hours are 6AM-2PM** with some Saturday and evening/weekend meetings and activities.

Job Purpose

The Center Director reports to the Executive Director and is responsible for service delivery at the Centreville Labor Resource Center (CLRC).

Primary Duties and Responsibilities:

Service Delivery, Program Planning and Management

- Implement effective and efficient day-to-day operations of the labor center, interfacing with workers, employers, volunteers, landlord and the community;
- Train and supervise substitute center operations staff;
- Participate in the planning, implementation and execution of language learning programs;
- Establish and oversee skills training programs in areas such as landscaping, painting, electricity, carpentry or plumbing;
- Participate in the planning, implementation and execution of special projects, such as those relating to “Know Your Rights” or family reunification;
- Monitor the delivery of programs and services of the organization to maintain or improve quality, researching best practices and networking with other labor centers to develop or change programs or services as needed;
- Increase job availability by promoting the CLRC brand in the community via a marketing plan;
- Oversee volunteer management;

- Partner with the Organizer in developing initiatives and other support as required;
- Establish a positive, safe and healthy work place in accordance with all regulations.

Data/Financial Management

- Oversee the Sales Force database of workers and employers, ensuring that information is up-to-date;
- Monitor CLRC Operational budget and report expenditures and income related to daily operations and training programs;
- Prepare annual program budget;
- Provide support to the ED to develop proposals and grant applications.

Community Relations

- Meet regularly with workers to ensure an understanding of their needs and to keep them informed of the program goals of the CLRC;
- Proactively interface with local leaders, workers, employers, and the community to identify and address stakeholder needs as well as building trust;
- Support the ED in establishing good working relationships and collaborative agreements with local leaders, employers, workers, faith based organizations and other organizations to help achieve the goals of the organization;
- Create reports and newsletters to monitor success of programs and report to BOD and wider community;
- Oversee the CLRC website and social media presence.

Leadership

- Inform the ED and the BOD of internal or external issues that affect the CLRC;
- Develop an action plan for the CLRC to implement the vision and long-range goals set by the BOD;
- Represent the CLRC at community activities, and support CIF events, to enhance the organization's community profile.
- Foster effective teamwork with the BOD, the ED and other staff.

Qualifications

- Fluency in English and Spanish.
- Bachelor degree in Social Work, Public Policy, Business or related field, or equivalent experience.
- Strong organizational and interpersonal skills.
- Strong oral and written communication skills.
- Knowledge of project management, financial management, human resource management as they relate to nonprofit /volunteer programs.
- Computer proficiency in the use of: MS Word, Excel, Publisher, Adobe Acrobat, Salesforce and social media sites such as Facebook, Twitter and LinkedIn.

For more information about CIF or CLRC, see websites:

www.centrevilleimmigrationforum.org

www.centrevillelrc.org

Applications accepted on a rolling basis. Email application package to: apply@centrevilleLRC.org