



## **Community and Legal Partnerships Coordinator Job Description**

### **ORGANIZATIONAL OVERVIEW:**

Justice at Work is a Boston-based legal nonprofit founded in 2011 to support workers in low-wage jobs in exercising collective power. Justice at Work envisions all people realizing their voice and power on the job to ensure fair pay, safety, and dignity. To work toward that vision, we strengthen organizing by providing labor and employment legal services, training, and strategic guidance to workers' organizations.

### **POSITION OVERVIEW:**

Justice at Work is seeking a candidate to bolster our community and legal partnerships, with a focus on deepening our support of organizing by Black and/or Indigenous-identifying workers.

The position will work most closely with, and report to, the Community and Legal Partnerships Director, with some supervision from the Executive Director.

The ideal candidate will be:

- 1) Experienced with worker centers and/or other community-based organizations that support workers in low-paying jobs;
- 2) Directly knowledgeable of the challenges and opportunities facing Black and/or Indigenous identifying people who work in low-paying jobs;
- 3) Able to communicate effectively in multiple languages, including at least one other language spoken by Black and/or Indigenous identifying people, including but not limited to Haitian Creole, Cape Verdean Creole, or Mayan K'iche;
- 4) Committed to social, racial, and economic justice and to Justice at Work's mission (stated above);
- 5) Familiar with (or have an interest in learning) employment and labor law;
- 6) Able to work collaboratively with colleagues, take initiative, and work independently to meet multiple deadlines;
- 7) Experienced in facilitating meetings and training, both externally with ally organizations and internally.

## **RESPONSIBILITIES WILL INCLUDE:**

- 1) Work closely with Justice At Work's Community and Legal Partnerships Director to execute a work plan that deepens our community and legal partnerships in accordance with our mission;
- 2) Cultivating connections with the staff and constituents of organizations of workers in low-paying jobs who identify as Black and/or Indigenous;
- 3) Coordinating with Justice at Work staff to train worker center members and staff;
- 4) Supporting our legal team as we perform intakes of worker grievances specific to workplace-related abuses and then provide advice, referral and/or representation for those workers;
- 5) Staying abreast of developments in employment/labor law, especially as it impacts low-wage workers;
- 6) Identifying and/or helping to cultivate and maintain a network of private, legal aid and government legal allies whose services benefit organizations of workers in low-paying jobs;
- 7) Attending meetings of the Justice at Work Board and Board Programmatic Committee as necessary;
- 8) Helping to supervise and work effectively with student interns and consultants;
- 9) Performing all programmatic work with a commitment to Justice At Work's fundraising and reporting needs, including:
  - a) recording data on all programmatic work,
  - b) capturing testimonials from stakeholders,
  - c) attending meetings with supporters (foundations, individual donors, law firms, etc.)
  - d) assisting with Justice at Work fundraising events.

## **COMPENSATION and BENEFITS:**

The base salary range for this position is \$45,000 to \$65,000, commensurate with experience. Justice at Work also offers a generous benefits package that includes:

- ❖ a 401K retirement plan (up to 4% employer match);
- ❖ health insurance (80% employer paid) effective upon hiring;
- ❖ dental, vision and life insurance (100% employer paid);
- ❖ paid vacation, wellness, personal time, and parental leave;
- ❖ hybrid scheduling (expectation of two days per week in the office);
- ❖ Ten paid holidays and an end of the year one-week shutdown;
- ❖ \$1,500 for professional development;
- ❖ paid 12-week sabbatical after seven years of service.

All interested candidates, please send a cover letter and resume to [jobs@jatwork.org](mailto:jobs@jatwork.org) by April 20, 2023.

**Justice at Work is an equal opportunity employer. We are committed to hiring staff reflective of the communities we support. Women, individuals with disabilities, LGBTQ individuals, people of color, and people who speak English as a second language are encouraged to apply.**