



**Job Announcement:** LA Worker Center Network Coordinator

**About KIWA:**

**KIWA is a multiracial worker center, with roots in the Korean progressive movement. Founded in 1992 in Koreatown, Los Angeles, the mission of KIWA is to build the power of immigrant workers and residents and to organize a progressive grassroots leadership to transform our workplaces and communities, in Koreatown and beyond.** KIWA has achieved victories in the restaurant and market industries and shaped the culture of work in Koreatown. We engage in policy campaigns, affordable housing development, workplace campaigns, and worker- and tenant services in Spanish, Korean, and English. We are a membership-based organization open to all with a mostly Latinx and Korean base. Community organizing and community leadership development are central to our work and key to our vision for a more just society. We work in the areas of workers' rights and workplace justice, tenants' rights and affordable housing, urban green space, and cultural resistance. We are seeking a dynamic individual to join our organization and work as part of a community dedicated to a more just, beautiful, and livable community, city, and world.

**About the Network:**

**The Los Angeles Worker Center Network is a newly-formed alliance of worker centers whose collective mission is to raise visibility and support for organizing by low-wage workers, immigrant and refugee workers, and workers of color in Los Angeles.** The Network evolved from the Los Angeles Coalition Against Wage Theft, as member organizations commit to build off of the relationships, capacity, and lessons learned to establish an alliance that can build long-term power for low-wage Angelenos while addressing root causes of poverty and workplace exploitation.

The steering committee includes the LA Black Worker Center, the CLEAN Carwash Campaign, the Garment Worker Center, the Institute for Popular Education of Southern California, the Koreatown Immigrant Workers Alliance, the National Day Laborers Organizing Network, the Pilipino Workers Center, and the Restaurant Opportunities Center of LA. Two non-voting advisory members, the UCLA Labor Center and Bet Tzedek, sit on the steering committee to provide research and legal technical assistance.

<b>Job Title:</b>	<b>LA Worker Center Network Coordinator</b>
<b>Employment Status:</b>	Full-Time, Exempt, Temporary (One-Year Duration)
<b>Open Date:</b>	07/28/2017
<b>Closing date:</b>	Position is open until filled or cancelled.
<b>Salary Information:</b>	\$43,700-\$46,000
<b>Work Schedule:</b>	Generally Monday through Friday, 40 hours; includes some weeknights, early mornings, and weekends.



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**Benefits:** Full employee healthcare after three months and 24 paid leave days accrued over one year. Cell phone subsidy and mileage reimbursement for work travel.

**Position Summary:** The Network Coordinator is a joint position between the Los Angeles Worker Center Network and KIWA. This position includes two main job areas: 1) Los Angeles Worker Center Network coordinator; and 2) KIWA development associate.

**Experience Required:** Bachelor's Degree **or** 4 years of community organizing, program coordination, or campaign experience.

**Experience Preferred:** 1-2 years of demonstrated success in coalition-building and sustainability, project management, and campaign coordination with immigrant, people of color, worker-led social justice organizations.

**Skills Required:**

- Excellent planning and organization skills.
- Ability to facilitate collective planning, decision-making, and evaluation processes with diverse stakeholders and organizations.
- Excellent communication skills; ability to assess and discern multiple requests from various stakeholders and prioritize and coordinate responses accordingly.
- Strong writing and editing skills in English; willingness to grow and develop in grant writing and donor communications.
- High level of cultural competency and/or successful experience working with low-wage, immigrant, workers of color.
- Bilingual in English and another language (preferably Spanish, Korean, Tagalog, Mandarin, or Bengali)

**Job Duty I:** LA Worker Center Network Coordinator (50%)

Reports to: LA Worker Center Network Anchor Group

- Serve as the main facilitator of communication and coordination among the anchor group, steering committee, standing committees, and members of the LA Worker Center Network.
- Support the network's policy and advocacy efforts by liaising with legislative offices, conducting relevant research and preparation for meetings, and coordinating the participation of member organizations.
- Coordinate the network's communications efforts by working with the Communications Committee and relevant communications staff of member organizations to develop communications plans, draft press materials, and conduct press and social media outreach.



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- Plan and implement logistics to ensure the success of our Worker Assemblies, Healing & Wellness Sessions, Political Education, and other network events and activities.
- Coordinate and keep members accountable in their participation in the network's standing committees, including:
  - Communications
  - Rapid Response
  - Leadership Development
  - Wellness
  - Sustainability & Fundraising
- Develop and cultivate the network's external supporter engagement (which will include volunteers, attorneys, community members, etc.).

**Job Duty II: KIWA Development Associate (50%)**

Reports to: KIWA's Director of Development

- Research and identify grant and contract opportunities & monitor application and report deadlines.
- Work with the Development Director to draft and edit grant/contract applications and reports.
- Assist Development Director with foundation, government, and donor relations.
- Assist Development Director with annual dinner, donor program, and appeals.
- Manage and maintain meticulous donor engagement and giving records.
- Manage gift acknowledgments to ensure that all donors are thanked timely and appropriately.
- Coordinate fundraising logistics for events, including (but not limited to) list management, recording donations, and interfacing with donors and attendees.
- Draft compelling development communications such as annual reports, quarterly newsletters, decks, meeting briefs, event packets, and correspondence.
- As a KIWA staff member, participate in staff meetings and in ongoing staff training and development.
- Administrative work, program support, and shared management of our space. Occasional lifting and carrying of materials and supplies.

**To apply:** Please send a cover letter, resume, and contact information for three references to [jobs@kiwa.org](mailto:jobs@kiwa.org), with LA Worker Center Network Coordinator in the subject of line of the email.