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## JOB ANNOUNCEMENT: Part –Time Program Administrator

Organization Mission and Background: Founded in 2014, the Center for Workers' Rights' mission is to create a community where workers are respected and treated with dignity and respect. To bring that vision into reality, we provide legal representation to low-wage workers, advocate for initiatives to advance workers' rights, and promote worker education, activism, and leadership in the greater Sacramento area.

Responsibilities: The Center for Workers' Rights seeks a Program Administrator to expand our capacity to advocate for the rights of low-wage and immigrant workers in the Greater Sacramento area. This position is a part-time position ranging from 25-30 hours per week and reports to the Executive Director. Duties will include:

- Responding to intake calls and drop-ins from individuals seeking legal assistance regarding workplace rights;
- Meeting with clients to investigate facts, collect evidence, and prepare cases for possible legal claims with the Labor Commissioner;
- Coordinating volunteers to assist in Center for Workers' Rights programs;
- Managing client database and case files;
- Communicating with clients and community members about news impacting workers' rights and updates on the work of the Center;
- Managing outreach and coordination for know-your-rights trainings on various labor and employment laws; and
- Performing other special projects and duties as assigned.

### Qualifications:

- Strong desire to work with the community and advance the rights of workers.
- Ability to communicate orally and in writing in Spanish and English.
- Excellent interpersonal and customer service skills.
- Detail oriented.
- Ability to work both independently and with a team.
- Experience working with immigrants or low-income individuals is preferred.
- Knowledge of Sales Force database or similar database experience is preferred.
- Advanced proficiency in Microsoft Word and Excel.
- Wordpress experience is a plus.

Compensation: Salary commensurate with background and experience ranging from \$15 to \$18 per hour.

Applications: Review of applications will begin immediately and continue until the position is filled. Applicants should apply as soon as possible. To apply, send a cover letter detailing your interest in the position, a resume, and a list of three professional references by email to [info@rightscenter.org](mailto:info@rightscenter.org), with the subject line, "Program Administrator."

The Center for Workers' Rights is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, immigrants, LGBTQ, older persons, persons with disabilities, and all qualified persons to apply.