



MULTICULTURAL INSTITUTE

Join The Multicultural Institute (MI) Team

MI is seeking an experienced individual to join our energetic and committed team as North Fair Oaks (NFO) **Day Laborer Program Assistant** (Part time, 16 hours per week).

The Mission of the Multicultural Institute is to transition immigrants from poverty and isolation to prosperity and participation. We are a dynamic, learning-centered organization committed to improving the quality of life of those we serve. MI addresses the issue of economic inequity by offering access to skills and competencies that direct workers on pathways to economic security. We provide participants with workforce development opportunities, job placement assistance, and advocate fair-wage paying jobs. To learn more, please visit <http://www.mionline.org>

The **Day Laborer Program Assistant** functions as case manager and project coordinator mostly with immigrant women that self-identify as domestic workers. The primary responsibility is to promote and encourage the exercise of all rights of immigrant women and their economic strengthening.

This position is a good fit for a person who is pro-active, process-driven, detail-oriented and takes pride in their highly effective communication and team-building skills. Because the Program Assistant works directly with the North Fair Oaks (NFO) Program Director, this position will touch all facets of the organization. This includes planning, organizing and leading meetings and the development of job and training opportunities with and for domestic workers. In record keeping and reporting the team member will be responsible for verifying that information is properly documented and kept on file, keeping correspondence, scheduling and, record keeping of all activities as well as assist in preparing weekly, monthly, quarterly and annual program reports.

As a member of the MI team, the successful candidate is expected to support and embody MI's mission and values.

To Apply: Send resume and a cover letter to rcr@mionline.org

Physical requirements: Employee is regularly required to do outreach with day laborers and meet with stakeholders outside of the office. Required to sit in front of a desk, use hands and fingers, handle or feel tools, objects or controls while working at the computer, with the calculator, or on the telephone. Employee must occasionally lift and/or move up to 25 pounds.

Special requirements: Must provide verification of TB-negative status, submit fingerprints and receive clearance from a California Department of Justice background check at the time of employment. Must be bilingual in Spanish & English; B.A. or higher degree preferred.

Salary and benefits: Salary range: \$18 - \$21 per hour based on experience. No benefits offered. Please note that only candidates who are being actively considered will be contacted. This position will be open until filled.

The Multicultural Institute is an Equal-Opportunity, Affirmative-Action Employer