



CENTRO DE TRABAJADORES UNIDOS | UNITED WORKERS' CENTER

www.centrodetrabajadoresunidos.org

9805 S. Ewing Avenue, Chicago, IL 60617

773-720-7111

Parent Mentor Program Coordinator Job Description

ORGANIZATION SUMMARY

Centro de Trabajadores Unidos: United Workers' Center (CTU) is a grassroots community organization & worker center based on the Southeast Side of Chicago and South Suburbs that was founded in 2008 after a group of immigrant workers organized against unfair labor practices at a local factory. CTU strives to build power among low wage workers and advance systemic change to stabilize low-income immigrant communities and communities of color. CTU works at the intersection of immigration and labor & employs a grassroots, community organizing model to advance social, economic and racial justice by addressing the root causes.

POSITION DESCRIPTION

Centro de Trabajadores Unidos: United Workers' Center (CTU) seeks a part-time Parent Mentor Program Coordinator. This position is hourly based (\$20/hr). Benefits will include paid time off, paid sick days, and paid federal holidays based upon the organization's policy. This position will have a 3 month probational period.

The ideal candidate will have a proven ability to foster coordination and collaboration in community settings. They will be committed to developing strong relationships with worker members to build power and leadership, and develop and implement local workplace campaigns that advance social, economic and racial justice. The Parent Mentor Program Coordinator reports to the Director of Education and will collaborate with the other coordinators of the program; coordinate with CTU's Parent Mentor Program lastly with CTU's programs.

RESPONSIBILITIES

- Approximately, 20 hours per week: (1) Coordinate with CTU's Parent Mentor Program with the school assigned to the coordinator; following with the general responsibilities articulated by the Parent Engagement Institute (document attached)
- Collaborate with CTU's organizers to develop and provide regular bilingual membership orientations and meetings to educate community members about organizing, labor/immigration rights and the work of CTU
- Staff CTU community hours
- Attend CTU's weekly staff and other organizational meetings
- Maintain and update all relevant databases and reporting systems
- Other duties as assigned, including but not limited to assisting with memberships retreats, fundraising initiatives, building membership relationships with the community, provide campaign and/or grassroots support if needed
- Support organization with other organizational needs

PREFERRED QUALIFICATIONS

We're seeking candidates who excel in **relationship-building**, are **self-motivated**, and have strong **time management skills**. You should have:

- One or more years of experience in community and/or in the school(s), including base-building, mobilization, participatory political education, and community-led programming and campaigns
- Demonstrated commitment to social, economic & racial justice and low-wage workers of color, including immigrant workers
- Bilingual Spanish/English, to include not limited to understand both languages
- A commitment to problem solving, with innovative, creative and strong interpersonal, time management, planning, and communications skills.
- Understanding of technology
- Reliable transportation



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Parent Mentor Program Coordinator

Candidates are encouraged to apply as soon as possible. Please send a cover letter and resume to hmaldonado@ctu-iwp.org and Cc kgonzalez@ctu-iwp.org. The email subject line should read: "Parent Mentor Program Coordinator: [Applicant's Name]". Applications will be reviewed on a rolling basis.

Centro de Trabajadores Unidos (CTU) is an equal opportunity employer. CTU believes that all people are entitled to equal employment opportunity and does not discriminate on the basis of race, color, ethnicity, gender identity & presentation, religion, age, national origin, citizenship, physical or mental ability, sexual orientation or parental status.