



CASA DEL TRABAJADOR

METROWEST WORKER CENTER

CASA DO TRABALHADOR

**JOB DESCRIPTION: METROWEST WORKER CENTER
Operations Manager**

About Metrowest Worker Center - Casa del Trabajador - Casa do Trabalhador:

(MWC-Casa) is a membership-based immigrant worker center, based primarily in the Metrowest region of Greater Boston, which is engaged in a combination of community and workplace organizing, advocacy, services, legal support, and worker-owned cooperative development. MWC-Casa uses innovative and effective strategies for combating wage theft, addressing occupational injuries and workplace discrimination, particularly sexual harassment, led by a membership base of native Brazilian Portuguese- and Spanish-speaking as well as indigenous immigrants from Latin America. The organization is guided by the Consejo, a group of workers representing different facets of the community. The Consejo works with the Board, or Directiva, in guiding the formal structure of Casa.

Job Description: MWC-Casa seeks to hire a full-time Operations Manager whose primary focus is to oversee the overall functioning of the organization by taking care of the administrative duties in a way that supports the immigrant worker mission of Casa. The ideal candidate will bring both administrative experience and a passion for worker justice, collective leadership, and building organizational systems for ensuring long-term sustainability. This position will also support fund development.

Key Responsibilities:

- Assesses and applies a strong project management system to ensure tasks are successfully completed
- Maintains organizational, administrative, and funding calendars
- Responds to requests of funding sources and writes necessary reports
- Creates an effective communication system to keep accurate information internally and with the membership
- Maintains the supplies and other goods needed for the organization
- Develops and maintains electronic and paper filing systems, including systematic updating of case files, scanning and filing of supporting documentation
- Coordinates documentation of the organization's financials, including updating the books, assisting in preparing a monthly budget report, including documenting income, expenses, and reimbursement records

- Ensures bills are paid and reports are filed in a timely manner
- Maintains the website and social media

Background and Experience:

- Exceptional understanding and commitment to work with the immigrant community coming from a variety of social, ethnic, cultural, educational, language and political backgrounds, and commitment to the advancement of civil liberties, worker rights, and immigrant rights. Commitment to collective liberation.
- Ability to manage one's own time in a horizontal work structure – efficiently manage many tasks at the same time, implement solutions, keep records and complete tasks
- Must be able to function in a team while showing individual initiative and follow-through, with strong organization and verbal and written communication skills
- Experience with grant-writing a plus
- Experience with non-profit financials a plus
- Proficiency with computers and software applications including word processing, spreadsheets, and Internet research
- Proficiency in Spanish or Portuguese, and fluency in written English.

Compensation: \$45,000+/yr, health insurance, and mileage reimbursement.

Please apply via email at casa@mwc-casa.org with a resume and a cover letter which speaks to your fit for the position. We hope to fill the position quickly, but the position will remain open until filled.