



## **FARMWORKER JUSTICE PROJECT COORDINATOR**

Farmworker Justice (FJ), a non-profit national advocacy organization based in Washington, DC that serves farmworkers and their families, seeks a highly qualified, motivated individual for the Project Coordinator position. The Project Coordinator will provide technical and programmatic support to Farmworker Justice's health and labor projects.

### **Duties and Responsibilities:**

The Project Coordinator is an exciting and unique opportunity to provide technical assistance and programmatic support to farmworker-serving organizations nationwide. Working with Rebecca Young, Director of Programs, and our programs staff, the Project Coordinator will:

- Develop training curricula, outreach materials, and educational resources on topics important to farmworker communities in English and Spanish (i.e. health care access, heat stress, and workplace harassment)
- Coordinate meetings with community and project partners and participate in trainings (remote and in-person)
- Monitor partner progress towards project deliverables
- Assist in needs assessment and evaluation activities
- Write short blog posts and summaries related to the projects
- Support general organizational activities

The Project Coordinator may be asked to take on additional tasks and/or new projects, depending on funding and organizational need.

### **Qualifications:**

- Bachelor's degree
- 1-3 years of relevant professional experience
- Experience in training and presentations in in-person and virtual formats
- Experience in curriculum and material development, esp. for limited English proficient populations
- Ability to work independently as well as collaboratively with a multidisciplinary team • Well-organized and detail-oriented
- Familiarity/prior experience working with farmworker communities (preferred)
- Spanish proficiency (written and spoken)

- Strong commitment to the mission of Farmworker Justice

The Project Coordinator is a full-time position. FJ's office is in Washington, DC but this position is open for remote work from applicant's base in the United States. Some travel would be required. Employees may be expected to occasionally go to the Washington DC office. FJ offers a generous benefits package, including health and dental insurance.

Salary range: \$52,000 - \$55,000

Applications will be accepted until position is filled. Interested applicants please e-mail cover letter, brief writing sample, and resume to [connect@farmworkerjustice.org](mailto:connect@farmworkerjustice.org) with the subject line: "Project Coordinator"

*Farmworker Justice is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, national origin, marital status, religion, gender, age, disability, sexual orientation, or political affiliation. Information about our organization is available at [www.farmworkerjustice.org](http://www.farmworkerjustice.org).*