



FIRST SHIFT SEEKS A D.C. OUTREACH COORDINATOR (Spanish required.)

[First Shift Justice Project](#) is a nonprofit organization that empowers workers in low wage jobs to exercise their rights related to caregiving and parenting. First Shift provides counseling, coaching, and representation to pregnant workers, working parents, and family caregivers on the issues of pregnancy and family responsibilities discrimination; pregnancy and breastfeeding accommodations; family and medical leave; and D.C. paid family leave benefits.

First Shift seeks a D.C. Outreach Coordinator to provide Know Your Rights education and materials to D.C. residents and workers and to increase public awareness of our services.

Job Duties:

- Develop and maintain partnerships with community-based organizations in D.C. that serve low-income families;
- Coordinate and deliver Know Your Rights presentations;
- Develop online and print resources;
- Represent the organization at community outreach events; and
- Maintain records for evaluation and grant reporting purposes.

Qualifications:

Eligible candidates must have a bachelor's degree or equivalent work experience.

This position requires **Spanish language skills**. Our ideal candidate has demonstrated empathy for First Shift's working caregiver population and experience working directly with people in difficult situations. The Outreach Coordinator must 1) be comfortable with public speaking and developing new relationships with community partners; 2) be detail oriented; 3) demonstrate maturity in discussing sensitive topics such as serious health conditions, pregnancy, and breastfeeding; 4) have strong interpersonal communications skills; and 5) be creative and willing to take initiative.

The salary range for this position is \$60-65K/year, depending on experience. Benefits include health, dental, and vision insurance, a retirement plan, and a generous paid leave allowance. First Shift's normal operating hours are 9-5, M-F. Employees work on a hybrid remote basis and are afforded some flexibility to establish work hours that enable them to meet family commitments as needed. To apply, interested candidates should send a cover letter and resume via email addressed to Laura Brown, Executive Director, at lbrown@firstshift.org, with the subject line: "Application for "D.C. Outreach Coordinator." Applications will be considered on a rolling basis.

First Shift Justice Project is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression,

religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that the law protects from employment discrimination.