



Centro de Trabajadores Unidos: United Workers' Center

10638 S. Ewing Avenue, Chicago, IL 60617

773-297-3370

<http://www.centrodetrabajadoresunidos.org>

SUBURBAN LEGAL CLINIC COORDINATOR JOB DESCRIPTION

Centro de Trabajadores Unidos (CTU) is seeking a part-time Suburban Legal Clinic Coordinator working in the South Suburbs. *This position has a 6-month probation period.* The ideal candidate will have a proven ability to foster coordination and collaboration in community settings. They will be committed to develop strong relationships with South Suburban members to build power and support the organization staff working on legal cases that advance social, economic and racial justice.

ORGANIZATION SUMMARY

Centro de Trabajadores Unidos 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.

RESPONSIBILITIES

- Support attorneys with case management and document preparation
- Conduct fact investigation & research
- Assist CALA with preparing legal education materials, such as Know Your Rights pamphlets, etc.
- Complete substantive intakes with potential clients
- Communicate effectively & considerately with workers, keeping in mind the individual's possible past trauma(s), their personal background, and the current immigration situations they are dealing with
- Maintain ongoing communication with current clients & conduct follow-up when needed
- Identify legal issues & potential claims
- Answer calls & return voicemails
- Maintain accurate & organized case files, both in electronic and hard copy formats
- Develop and strengthen relationships with key allies, community organizations, religious institutions, and community leaders
- Work closely with the Organizing Team to increase membership engagement and provide support on labor campaigns as needed
- Attend CTU's weekly staff meetings, organizers' meetings and other organizational meetings
- Maintain and update all relevant databases & reporting systems
- Other duties as assigned
- Travel throughout the South Suburbs of Chicago

QUALIFICATIONS

- Some experience in community and/or labor organizing with commitment to social, economic & racial justice
- Innovative, creative and strong interpersonal skills
- Excellent written and verbal communication ability
- Bilingual in English and Spanish
- Driver's license and reliable access to a vehicle
- Excellent interpersonal skills, as well as a sense of respect and sensitivity to the needs and legal issues affecting individuals of diverse backgrounds and cultures
- Good organizational skills, time management skills and ability to prioritize work based on deadlines
- Strong computer skills, particularly with Office 365 and Microsoft Word and Excel
- Ability to multi-task, to work in a small office setting, and to work independently and in a team
- Experience working in a legal setting preferred

HOW TO APPLY

Applications are due as soon as possible, but will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible. Please send a cover letter and resume to aguajardo@ctu-iwp.org. Email subject line should read: "Suburban Immigration Organizer Application: Applicant's Name".

