



Working Washington and Fair Work Center seek a full-time ***Grants and Data Associate*** to support our grant management and compliance, our data collection systems, and internal intake operations. This position will be a member of our Executive/Operations team. We are looking for an organized and strategic professional who is excited about and committed to developing systems and operations that create change for working people across the state.

Fair Work Center and Working Washington joined forces in 2018. Together, we fight for new rights for working people and make those rights real through community-based education and legal services, all while building a powerful movement of working people. We are the national leader in organizing delivery workers in the gig economy, most recently leading to the passage of first-in-the-nation paid sick leave and hazard pay laws in Seattle. We led the effort to expand overtime protections for Washington's salaried workers, and in 2019 passed safety and health protections for strippers. We've trained hundreds of farmworkers in Eastern Washington about their rights at work, and we continue to organize domestic workers to enforce Seattle's groundbreaking Bill of Rights.

The ideal candidate will have experience managing data, monitoring grants and grant compliance, and in administrative roles that support organizing programs. They will be committed to juggling multiple tasks while delivering accurate results in a fast-paced environment. Finally, they will be committed to economic and racial justice for workers and marginalized communities.

- Support the Operations Coordinator and program staff with tasks related to data entry, tracking, reporting, and compliance with various grants;
- Generates reports to meet grant reporting requirements;
- Assist in subgrantee contract and MOU compliance, including monitoring, data collection, and reporting, and maintaining relationships with partners;
- Collect, enter, and maintain data related to program metrics;
- Keep staff informed about upcoming grant deadlines and deliverables;
- Assist in invoicing for grant programs;

- Support program staff with work as needed

Data Support (30%)

- Support program teams with creation and management of data sets for particular campaigns, particularly organizing lists of workers engaged in particular campaigns
- Integrate contact lists for outreach purposes
- Track LDs and other political jurisdictions, as well as employer, industry, demographics, meeting attendance, etc

Intake Support/Other Duties as Assigned (30%)

- Assist in referring incoming calls and emails from workers to the appropriate teams or individuals in the organization
- Integrating data from automated referral system with our database
- Assist in operations related to grant funding, such as maintaining a grant deadline calendar

QUALIFICATIONS

Required

- At least one years' experience in grant management, data support, or administrative support. Nonprofit or campaign experience a plus;
- Strong commitment to racial and economic justice;
- Excellent organizational and time management skills;
- Proven attention to detail;
- Ability to juggle multiple projects and work independently, as well as with others, in a collaborative, often fast-paced, team environment;
- Strong interpersonal skills, flexibility, and humor;
- Excellent oral and written communication skills;
- Strong information technology skills, including proven advanced experience with database programs; including, but not limited to CRMs (e.g., Salesforce, CiviCRM, etc) , Google Suite, Microsoft Office Suite.

Salary and Benefits: This is a salaried exempt position. \$50,000-58,000 per year. This position comes with robust benefits – health, vision, dental, retirement, vacation, and commuter benefits (ORCA card).

During the COVID-19 pandemic, this job is remote. When we can safely resume working in person again, our office is located in Lower Queen Anne, Seattle.

To Apply: Please send a cover letter and resume to zhi@fairworkcenter.org with your name and “Grants and Data Associate” in the subject line. Applications will be accepted through October xx, 2020 and reviewed on a rolling basis. If you need disability, language or other accommodation in the application process, please also contact Zhi Chen at zhi@fairworkcenter.org.

Fair Work Center and Working Washington is an Equal Opportunity Employer. We strongly encourage people from communities most negatively affected by the income inequality crisis to apply, particularly: people of color, immigrants, women and feminine-identified people, lesbian, gay, bisexual, queer, trans, and gender non-conforming people, and people with disabilities. We seek candidates whose lived experiences reflect the lived experiences of the workers we support. Experience in retail, food service, health care, domestic work, gig work, and construction, some of the common industries in which we reach workers, is welcomed.