

CATA – El Comité de Apoyo a los Trabajadores Agrícolas (The Farmworkers' Support Committee) is currently looking for several positions with both part-time and full-time possibilities.

We are seeking the following:

- **Administrative Assistant** – Based out of Glassboro, NJ – 10-15 hours/week. Responsibilities include, but are not limited to: Conduct data entry on web-based sites for program activities, Develop and maintain member and supporter data bases, Maintain email list serve, Assist with check writing process in QuickBooks program, Copying and scanning information, Answer the telephone and take messages, Process the mail, Coordinate maintenance of the building/vehicles including researching and contacting vendors and service agents, Maintain weekly time sheets, Conduct additional administrative tasks as necessary. Pay for this position is \$16-\$18/hour depending on experience.
- **New Jersey Community Organizer** – Based out of Glassboro, NJ and/or Bridgeton, NJ – Full-time or Part-time available. Responsibilities include, but are not limited to: Participate in the development and implementation of a plan for community outreach and education around issues of workplace safety and health in the migrant community, Coordinate with other NJ organizers for regional and local leadership meetings, member activities, leadership training, etc, Provide assistance to individual workers and groups of workers seeking to address workplace issues – This involves intake, case management, legal coordination, etc, Facilitate worker meetings, Educate yourself (with assistance from other CATA organizers) around issues pertinent to our community – labor laws, immigration etc, Attend monthly staff meetings and local community meetings, Maintain documentation of activities and prepare monthly reports, Maintain communication and develop relationships with local community leaders, etc. Pay for this position is \$16-\$18/hour (part-time) or \$34,000-\$37,000/year plus health insurance (full-time) depending on experience.
- **Maryland Farmworker Housing Study Outreach and Field Coordinator** – Based out of Salisbury, MD – Full-time.

Responsibilities include but are not limited to: Recruiting of farmworker participants on Maryland's Eastern Shore (9 counties) for surveys, housing assessments, environmental sampling, and saliva sample collection that will take place during Years 1 and 2 of grant. The aim is to recruit 10 + housing locations and up to 100 workers from those housing locations in Year 1 and in Year 2 of the grant, Assisting University of Maryland (UMD) College Park personnel in weekly visits to conduct environmental monitoring of indoor air quality of farmworker housing, training farmworkers on how to do the housing assessment (3 times over the growing season), and collecting weekly saliva samples from farmworkers on Maryland's Eastern Shore (9 counties) during Years 1 and 2 of grant, Participate on the Core Modeling Team (CMT) with study team members from UMD College Park, UMD Baltimore and Washington University in St. Louis to inform the design of Community-based System Dynamics (CBSD) group model building workshops with farmworkers and other stakeholders in MD, NJ, NY, PA and VA, Participate in monthly project team meetings, annual research team review meeting, and bi-monthly (6 meetings per year) with Community Advisory Committee for the grant. Pay for this position is \$42,000-\$45,000/year plus health insurance depending on experience. *(Please see this full job description here)*

- **Pennsylvania Community Organizer** – Based out of Kennett Square, PA – 20 hours/week. Responsibilities include, but are not limited to: Participate in the development and implementation of a plan for community outreach and education around the PA Drivers' License Campaign, Coordinate with other CATA organizers for regional and local leadership meetings, member activities, leadership training, etc, Provide assistance to individual workers and groups of workers seeking to address workplace issues – This involves intake, case management, legal coordination, etc, Facilitate worker meetings, Educate yourself (with assistance from other CATA organizers) around issues pertinent to our community – labor laws, immigration etc, Attend monthly staff meetings and local community meetings, Maintain documentation of activities and prepare monthly reports, Maintain communication and develop relationships with local community leaders, etc. Pay for this position is \$16-\$18/hour depending on experience.

- **Youth Food Justice Organizer** – Based out of Bridgeton, NJ – 20-30 hours/week. The main responsibility for this position is to coordinate the youth food justice internship program – including recruitment of interns, curriculum planning, management of youth interns, and evaluation of the program. The Youth Food Justice Organizer will also work with the Community Garden Organizer and the youth food justice interns on the day-to-day care and maintenance of the garden, to plant, propagate, harvest, and care for plants, as well as distribution of the garden produce through our weekly farmers' market. The Youth Food Justice Organizer will gain firsthand experience in sustainable agro-ecological production, working with teen youth employees, volunteer management skills, event planning and experiential education. This position requires manual labor and the ability to work independently and with volunteers. Additional activities include representing CATA in national and international food sovereignty movements. Maintain documentation of activities and prepare monthly reports. Pay for this position is \$16-\$18/hour depending on experience.

General Job Qualifications for all positions:

- Commitment to CATA's mission of worker justice and social justice principles
- Ability to work collaboratively with staff as well as independently
- Bilingual in Spanish and English
- Excellent oral communication skills
- Vaccinated/boosted for COVID-19 or willing to get vaccinated
- Able to communicate and ask questions, follow up on tasks, and arrive promptly for events
- Willingness to perform a variety of tasks
- Positive and cheerful, able to interact with a wide variety of people

Specific Job Qualification include:

- Experience working in QuickBooks and Microsoft Office Programs (Administrative Assistant)
- Experience working with high school aged youth helpful (Youth Food Justice Organizer)

- Experience with gardening / farming helpful, but not necessary (Youth Food Justice Organizer)
- Possess a valid driver's license and a vehicle (All Organizer positions)
- Ability to work evenings and occasional weekends (All Organizer Positions)

Details:

All positions at CATA (both part-time and full-time) provide access to a generous policy of paid time off – Vacation, personal, and sick time provided, along with holidays.

CATA is a human rights organization and is dedicated to policies to promote the hiring of people of color and women.

To apply, please send a cover letter detailing your interest in part-time or full-time work and what positions and a resume with two references to Jessica Culley at jculley@cata-farmworkers.org.

CATA
P.O. Box 510
Glassboro, NJ 08028
jculley@cata-farmworkers.org

Call 856-881-2507 for more information.