



Chicago Community and Workers' Rights Seeks Full Time Community Navigators Coordinator

To apply send resume and cover letter to info@chicagoworkersrights.org

Chicago Community and Workers' Rights (CCWR) is an organization led by workers for workers, regardless of immigration status, dedicated to educating, building leadership, and gathering resources in order to develop organizing tools and collective strategies of resistance against labor rights abuses, towards just living conditions for our families. CCWR believes that all people should have access to dignified well-paid work regardless of their identity, immigration status, abilities, age, or where they come from.

Community Navigators Coordinator (Full-Time)

- \$50,000-56,000 depending on experience and qualifications, plus benefits (currently: medical, dental, and vision insurance).
- Full time (expected 40 hours per week). Reports to Deputy Director

Chicago Community and Workers' Rights is seeking a full-time **Community Navigators Coordinator** to support the organization's mission by leading a team of community-based navigators who assist immigrant and low-wage workers in accessing critical services and asserting their rights. This role involves training, supervising, and supporting navigators who provide culturally and linguistically appropriate outreach, education, and referral services. The coordinator will also collaborate with partner organizations, support advocacy efforts, and ensure program goals are met.

Key Responsibilities:

Program Coordination & Oversight

- Collaborate with staff to oversee the Immigrant Legal Support Program.
- Manage day-to-day operations of the Community Navigators program with a focus on immigrant and worker support.
- Coordinate Community Navigators' efforts to connect individuals with appropriate services and strengthen collaboration across service providers.
- Ensure all activities align with our organization's mission to advance social and economic justice for immigrant and marginalized communities.

Legal Clinic & Referral Coordination:

- Attend all Legal Clinics hosted by partner organizations, coordinating the participation of Community Navigators.
- Facilitate connections between individuals and families and immigration service

providers, community partners, government agencies, and pro bono attorneys through established referral networks.

- Accompany individuals to workshops and legal clinics, assist with document preparation, and follow up on their progress.

Navigator Supervision & Training

- Recruit, train, and mentor a team of community navigators from diverse backgrounds. ● Provide education on topics such as labor rights, wage theft, immigration relief options, workplace safety, housing, and healthcare access.
- Conduct regular check-ins and team meetings with the community navigators to assess the challenges and successes of the program.
- Monitor the quality of support offered to community members, ensuring accurate information and referrals to legal services are provided.
- Oversee intake procedures, case tracking, and follow-up to ensure clients receive appropriate support.

Data, Evaluation & Reporting

- Track program activities and maintain up-to-date records using case management tools or spreadsheets.
- Collect stories and impact metrics to support grant reporting and advocacy efforts.
- Prepare monthly and quarterly reports for funders and leadership.

Preferred Qualifications

- Minimum 2–3 years of experience in community outreach or organizing .
- Experience supervising teams or leading peer navigators preferred.
- Strong interpersonal, problem-solving.
- Fluency in English and Spanish (written and spoken).
- Preferred experience working in community, labor rights, or immigrant justice spaces.

Chicago Community and Workers' Rights does not discriminate on the basis of race, ethnicity, gender identity, religion, age, national origin, citizenship, physical or mental ability, sexual orientation or parental status. To apply, send a resume and cover letter to info@chicagoworkersrights.org. Applications will be accepted on a rolling basis.