



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

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**Position Title: CHRISTMAS TREE PROJECT ASSISTANT**

**FLSA Status:** Temporary Part-Time

**Department:** Housing and Economic Development

**Reports to:** Christmas Tree Project Coordinator

**Pay Range:** \$15.00 plus 10% of Hazard Pay

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

Under the supervision of the Christmas Tree Project Coordinator and Director of Housing and Economic Development, this temporary/part-time position will support the operations of a Christmas tree sales lot at El Centro de la Raza during the Holiday Season. This position will support inventory of trees, sales and coordination of volunteers. The funds raised by the Christmas Tree sales will support the 43 programs and projects of El Centro de la Raza.

Operations will begin on Saturday, November 20, 2021. The lot will open Sunday November 21, 2021 and will end on Sunday, December 19, 2021. The hours of operation will be Monday-Friday 2:30 pm-7:00 pm and Saturday and Sunday from 9:30 am-6:00 pm.

Insert scope of the position here. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6 month evaluation period.

### ESSENTIAL QUALIFICATIONS:

- Ability to use and maintain various tools and equipment required to perform work functions.
- Understanding and a basic ability to communicate in English.

### ESSENTIAL FUNCTIONS:

- Assists the sales of the Christmas Trees Fundraising Project for El Centro de la Raza.
- Receives and maintains inventory of trees.
- Assists in supervising volunteers that will assist with project.
- Will decorate lot, and maintain the lot to provide a clean and safe environment for customers. Empties trash cans from the area.
- Assists with sales, customer service, restocking of trees, securing trees to vehicles, trimming trees and tree trunks. May need to operate power tools.
- Follows established COVID-19 protocols relevant to the position.
- Other related duties as assigned.
- Performs other related duties as assigned by the Christmas Tree Project Coordinator

**SKILLS/TECHNICAL KNOWLEDGE:**

- Ability to use and maintain various tools and equipment required to perform work functions.
- Understanding and a basic ability to communicate in English.

**Additional Preferences and Responsibilities:**

- Previous experience in sales and customer service.
- Bilingual Spanish/English preferred.
- Ability to comprehend and follow specific instructions.
- Maintains a work pace appropriate to a given workload.
- Ability to make decisions without immediate supervision and/or notify supervision if appropriate.
- Ability to perform simple to complex and varied tasks.
- Must demonstrate a strong initiative and be a team player.
- Must be dependable, honest and able to work alone.

**WORKING CONDITIONS:**

Work may be both inside of the building and on the El Centro de la Raza grounds. May have to work in inclement weather. Hours not guaranteed and vary based on scheduling needs. On call for additional hours. El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

**PHYSICAL REQUIREMENTS:**

Ability to lift a minimum of 40 pounds with each arm, or a total of 80 pounds.

**Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

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Employee Signature

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Date

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Supervisor Signature

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Date