Washington Farm Labor Association (WAFLA)

H-2A Program Assistant Job Description

**Employer:** The Washington Farm Labor Association is the premier provider of human resources training and services for seasonal employers in the Pacific Northwest. See [http://wafla.org](http://wafla.org). The association contracts with agricultural employers in Washington and Oregon to recruit foreign workers when there are shortages of qualified U.S. workers.

**H-2A Program:** Our association petitions the state Employment Security Department and the federal Department of Labor on behalf of agricultural employers who anticipate a shortage of domestic workers under the federal H-2A program. If the petition is approved, we bring foreign workers to the U.S to perform agricultural labor or services of a temporary or seasonal nature. You will file these petitions and track them throughout the year, working directly with the HR Program Manager.

**Essential Functions:**

1. Bilingual in English and Spanish.
2. Employee will be required to interview U.S. domestic workers for positions listed on certified H-2A applications.
3. Must be able to effectively communicate with foreign worker agents in Mexico.
4. Will be responsible, after appropriate period of training, to process complex H-2A visa applications through state and federal agencies including ESD, DOL, and USCIS.
5. Good writing skills.
6. Must be able to effectively communicate verbally and in writing with employers as well as federal and state agencies that have a role in the H-2A program.
7. Available for overnight travel, generally one night in Pacific Northwest, up to 10 times per year.
8. Valid Driver’s license and ability to obtain a passport.
9. During peak season (March - October) the employee may be required to work some evenings or weekends.
10. Participate in team meetings on as needed basis.

Knowledge, Skills and Abilities
1. Knowledge of software systems, including MS Office (Word/Excel), Internet, and various other computer programs being used by the association.
2. Strong organizational skills.
3. Set quarterly and annual goals and report on accomplishments.
4. Ability to communicate with a diverse workforce, both in the office and in working with our customers at all levels of management who support the association mission.

Licenses and/or certifications:
Valid Washington Driver’s license.
Must apply for or have a valid passport.

Education:
College degree or college coursework preferred.