

Job Title: Workforce Development Coordinator

Classification: Full-Time, Exempt

Department: Learning Center

Reports To: Diane Cabrera (Learning Center Coordinator) and Sabra Ramsdell (Chief of Staff)

Summary:

The Workforce Development Coordinator is a passionate advocate for individuals facing barriers to employment. This role requires a deep understanding of the challenges underserved populations face and a commitment to connecting them with opportunities for economic empowerment. The Coordinator will develop and implement workforce development programs, build relationships with employers and community partners, and provide comprehensive support to program participants.

Essential Duties and Responsibilities:

- **Program Development and Implementation:**
 - Develop and implement innovative workforce development programs that address the specific needs of underserved populations, including those facing challenges related to skill gaps, education, conflict resolution, and organizational skills.
 - Design and deliver engaging workshops and training sessions on topics such as job readiness, resume writing, interview skills, workplace etiquette, and financial literacy.
 - Continuously evaluate and improve program curriculum and materials to ensure relevance and effectiveness.
- **Employer Engagement and Partnerships:**
 - Cultivate and manage relationships with employers across diverse industries to identify job opportunities and promote the hiring of program participants.
 - Collaborate with community partners, including social service agencies, educational institutions, and government agencies, to provide wrap-around support to participants.
 - Leverage your understanding of HR practices to effectively communicate with employers and address their workforce needs.
- **Participant Support and Advocacy:**
 - Provide individualized career counseling and guidance to program participants, addressing their unique challenges and supporting their career goals.
 - Assist participants with job search strategies, resume and cover letter development, interview preparation, and navigating workplace dynamics.
 - Collaborate with the case manager to connect participants with relevant resources and support services to overcome barriers to employment, such as transportation, childcare, and housing assistance.
 - Advocate for participants with employers and community partners, promoting their skills and qualifications.
- **Resource Development and Program Growth:**
 - Partner with the Chief of Staff to utilize your networking skills and knowledge of the community to identify and secure resources and establish partnerships that support program growth and expansion.
 - Support the development and maintenance of relationships with community partners, funders and potential donors.

- Research and propose new program initiatives to address emerging workforce needs and opportunities.
- **Data Management and Reporting:**
 - Develop and maintain a comprehensive documentation protocol to track program activities, participant progress, and outcomes.
 - Collect and analyze data to measure program effectiveness and identify areas for improvement.
 - Work with the Chief of Staff to prepare reports for funders, stakeholders, and internal leadership.

Qualifications:

- **Education:** Bachelor's degree in social work, human resources, education, or a related field.
- **Experience:**
 - Minimum of [number] years of experience in workforce development, career counseling, or social services, working with underserved populations.
 - Demonstrated experience in direct outside sales or business development, with an ability to adapt communication and engagement strategies to diverse audiences.
- **Skills:**
 - Deep understanding of the challenges faced by underserved populations and a passion for promoting economic empowerment.
 - Excellent communication, interpersonal, and presentation skills.
 - Strong networking and relationship-building abilities.
 - Knowledge of HR practices and principles.
 - Ability to develop and implement effective training programs.
 - Proficient in data management and reporting.
 - Excellent organizational and time management skills.
 - Digital proficiency and comfort with various software applications.

Preferred Qualifications:

- Master's degree in a related field.
- Bilingual skills.
- Experience with fundraising.
- Knowledge of the local labor market and industry trends.

Working Conditions:

- Primarily office environment with frequent travel to community partner locations and employer sites.
- May require some evening and weekend hours.

What We Offer:

- A compassionate team that is “inspiring hope and promoting healing” in Jesus’ name.
- Generous paid time off, excellent healthcare coverage, and more.
- Spiritual growth through daily devotional and prayer groups.
- Competitive salary and benefits package commensurate with experience and qualifications.

To Apply:

Please submit your resume and cover letter to sramsdell@springfieldrescuemission.org.

Deadline: February 28th