

EL CENTRO de la RAZA

JOB SUMMARY

GENERAL INFORMATION

Position Title: WORKFORCE PROGRAM COORDINATOR

Pay Status: Executive _____ Management _____ Staff X
Contract _____ Exempt _____ Non-Exempt X

Pay Rate: \$24.04/hour

Reports To: Director, Business Opportunity Center

Date Summary Established: 12/20

Last Revision Date: 12/20

Written By: Director, Business Opportunity Center

Approved By: Executive Director

VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States. El Centro de la Raza is an equal opportunity employer.

POSITION SUMMARY

The Workforce Program Coordinator will work under the supervision of the Director of the Business Opportunity Center to conduct extensive outreach campaign to recruit low-income Latinos, immigrants, and limited English speaking participants from near-Airport communities including Federal Way, Burien, SeaTac, Tukwila and Des Moines. The Workforce Program Coordinator will match individuals to the appropriate pre-apprenticeship programs – providing counseling to participants, explaining career possibilities to help them understand different alternatives in South King County, leveraging all programs from El Centro de la Raza and partners' network. As well as to provide registration assistance to participants into relevant pre-apprenticeship programs in port-related industries with the objective to obtain permanent employment in maritime, construction trades and green career industries.

ESSENTIAL FUNCTIONS

- Conduct outreach and enroll 60 individuals in the Workforce Program. Develop a culturally and linguistically appropriate outreach strategy including promotional materials and information.
- Match, refer and provide career counseling to a minimum of 60 program participants to pre-apprenticeship programs in port related industries, including maritime, construction, and green industries.

- Provide relevant and appropriate wrap-around service provision for program participants as needed in consultation with the BOC Director.
- In coordination with apprenticeship programs, secure permanent employment for 40 low-income Latinos, immigrants and limited English speakers in port related industries.
- Host hiring fairs for recruiters and HR personnel to interview participants to access pre-apprenticeship programs.
- Ensure that program goals are met including enrolling 60 individuals, 40 individuals in pre-apprenticeship programs jobs.
- Supporting participants to develop resumes, prepare for interviews and be hired, develop employment opportunities, and maintain positive relationships with employers.
- Provide case management including referrals to appropriate services, including other El Centro de la Raza programs.
- Create and update accurate files and maintain complete participant case notes that reflect program progress.
- Write reports associated with contractual reporting and board reports.
- Organize volunteers to work with program. Assist in tracking volunteer hours in organization-wide database.
- Maintain Demographic Reporting.
- Work with the Port of Seattle team for technical support, and meet all reporting deadlines.
- Attend staff meetings, Department meetings and meetings with the Director for program updates.
- Oversee files and other documentation of Workforce Program participants as it relates to project Outcomes. Communication and follow-up with Workforce participants to track success related to project outcomes.
- Salesforce data entry for the project and manages and monitors data on a variety of internet-based software programs and databases.
- Works with the Director of the Business Opportunity Center and team members to develop and carry out plan to successfully meet outcomes.
- Trains and supervises interns and volunteers for the Workforce Program.
- Other duties and responsibilities as assigned.

MEASURABLE STANDARDS

- Must be able to work with participants from a variety of ethnic and cultural backgrounds and at all levels in the organization.
- Must be able to work independently and as part of a team.
- Must perform in a professional manner at all times.
- Ability to motivate, negotiate and persuade diverse groups and individuals.
- Must be able to maintain confidences and handle highly confidential materials.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
- Proven ability to creatively, flexibly, and independently handle high-pressure, multiple, and complex projects.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- B.A. Degree in a related field.
- Bilingual Spanish/English both written and oral fluency preferred.
- At least five years social service experience or equivalent.
- Valid driver's license and evidence of insurability.
- Familiarity with Latino community and/or diverse communities.
- Superior verbal, written, analytical, and interpersonal communications skills.
- Advanced competency in Microsoft office programs.

Additional preferred qualifications:

- Marketing experience
- Social Work Experience

WORKING CONDITIONS/ENVIRONMENT

Works in a general office environment a minimum of 40 hours per week. May require a flexible schedule.

NOTES AND SPECIAL REQUIREMENTS

This position requires a background check. The above duties or working procedures describe the chief function of the job and are not considered a detailed description of every duty of the job. The position requires a 6-month probationary/evaluation period.

BENEFITS

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

APPLICATION PROCESS

Please send resume to Shannon Armstrong at sarmstrong@elcentrodelaraza.org. If you have questions, please call 206.957.4626.