



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

---

**Position Title:** Workforce Program Coordinator

**FLSA Status:** FULL TIME, non-exempt

**Department:** Business Opportunity Center

**Reports to:** Director, Business Opportunity Center and Workforce Programs

**Pay Range:** \$25.00 - \$27.00

---

### 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:

The Workforce Program Coordinator will work under the supervision of the Director of the Business Opportunity Center and Workforce Programs 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 internships and 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 internships and pre-apprenticeship programs in port-related industries with the objective to obtain permanent employment in maritime, construction trades and green career industries.

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:

- 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.
- Familiarity with Latino community and/or diverse communities.
- Superior verbal, written, analytical, and interpersonal communications skills.
- Advanced competency in Microsoft office programs.

### 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 internships and 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.

Community Action Agency • United Way Agency • Affiliate of UnidosU  
2524 16<sup>th</sup> Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786  
www.elcentrodelaraza.org • 501c(3) Nonprofit Tax ID: 91-0899927

- In coordination with internships and pre-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 intermeshed and pre-apprenticeship programs.
- Ensure that program goals are met including enrolling 60 individuals, 40 individuals in internships and internships and 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.
- Organize volunteers to work with programs.
- Track and Report Participant wages, wage gains, and job retention.
- Work with Partners and Funders such Port of Seattle, ANEW, NWCI, High Land Community College and others providing necessary technical support, and ensuring results and metrics are achieved, as well as providing timely and comprehensive reporting needs.
- Manage and supervise the data entry on the different software programs, ensuring accuracy, and timeliness. (Salesforce, excel sheets, etc.)
- Performs other related duties as assigned by the Director, Business Opportunity Center and Workforce Programs.

**SKILLS/TECHNICAL KNOWLEDGE:**

- Marketing experience
- Social Work experience
- Valid driver's license and evidence of insurability.
- Superior verbal, written, analytical, and interpersonal communications skills.
- Advanced competency in Microsoft office programs.

**WORKING CONDITIONS:**

Works in a general office environment and a classroom environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days.

- Remote work eligible: Yes, hybrid schedule. 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.

WFP Coordinator is expected to work from the Federal Way office at least two days per week, and attend meetings, events, conduct outreach, and other activities as needed in person at different locations throughout the Greater Seattle Area and South King County.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 25 lbs.



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

**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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file

REV: 07/2021