

Job Description

Position Title: Workforce Development Supervisor

FLSA Status: FULL TIME, non-exempt

Department: Business Opportunity Center

Reports to: Director, Business Opportunity Center

Pay Range: \$27

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 Development Supervisor will provide support and leadership for two educational programs, Unidos in Finance (UIF) and Unidos at Work (U@W). This position is responsible for managing both education programs, coordinating group education, leading outreach efforts, foster relationships with partners and grant funders in tandem with the department Director, and ensuring that program metrics are achieved and grant funder's expectations are met or exceeded. Supervising 2.5 support staff, Instructor, Ameri-Corp and a work study student. 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.

Program Background:

- **UIF** – the program's objective is to provide financial literacy and bank teller training as part of a job readiness program in the financial sector. **For completing the contract by December 31st the Metrics are graduating 11, and placing 20 in a job out of 49 enrollees.**
- **U@W** – the program's objective is to provide participants financial and technological skills as part of a job readiness program, and to connect them with post-secondary education or employment opportunities. **Metrics - enrolling 100 individuals, graduating 75 individuals and placing 55 in jobs over an 18 month period to January 31st 2023.**

U@W & UIF programs have 7 cohorts each throughout the year, each cohort lasts 7 weeks, and classes are 3 days a week, 3 hours each day. Training will be provided by on staff Instructor.

ESSENTIAL QUALIFICATIONS:

- B.A. degree in similar or related field
- 3+ years of experience working in human services or related field some of which must be supervisory experience
- Bilingual in Spanish/English required.
- Experience working with immigrant/refugee populations preferred.
- Must have a car and a valid WA driver's license and show evidence of insurability
- Demonstrated oral, written, and organizational communication skills.
- Ability to become familiar with Outcome and Indicator Reporting within 6 months of starting.

- Experience in classroom training preferred

ESSENTIAL FUNCTIONS:

- Monitors contract performance and establishes goals, timelines, work plan matrixes and checklists for both programs.
- Oversees planning in the following areas: recruitment, interviewing, curriculum, bank partner participation, communications and job placement processes for participants
- Work with volunteer coordinator to identify volunteers who can assist within the program.
- Track and report participant wages, wage gains, and job retention.
- Evaluate the programs after each cohort and adjust service delivery as needed.
- Works directly with partners and funders to ensure results and metrics are achieved, as well as providing timely and comprehensive reporting needs.
- Provide case management including referrals to appropriate services, including other El Centro de la Raza programs.
- Assists the director in managing relationships with funders and different partners.
- Oversee data entry of various software programs, ensuring accuracy and timeliness. (Salesforce, flux, excel, etc.
- Create and maintain accurate files and participant case notes that accurately reflect the programs' progress.
- Attend and participate in webinars and trainings locally, regionally, and nationally.
- Performs other related duties as assigned by the Director, Business Opportunity Center

SKILLS/TECHNICAL KNOWLEDGE:

- Advanced competency in Microsoft Office Suite.
- Google suite.

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: Hybrid - 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 15 lbs.

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.



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

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: 08/2021