



Towards Employment

POSITION DESCRIPTION

POSITION:	Alumni Network Coordinator
REPORTS TO:	Community Engagement Manager
POSITIONS SUPERVISED:	None
FLSA STATUS:	Exempt

OVERVIEW: Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. At Towards Employment we value critical thinking, intellectual curiosity, open communication and collaboration. We embrace diverse perspectives, have a collective passion for the work we do and a curiosity to find new and better solutions. As a staff, we work towards achieving our organizational vision - an equitable workforce system where racial income gaps have been eliminated and everyone, especially those most affected by systemic racism, has access to family-sustaining wages and quality jobs.

POSITION OVERVIEW: Alumni Network Coordinator organizes and coordinates Towards Employment alumni programs and services designed to foster and strengthen the relationship between TE and its alumni. Position is part of the development, marketing and outreach team and reports to the Community Engagement Manager.

Alumni Network Coordinator, supported by her/his supervisor and Director of Policy and Advocacy, will focus on projects and processes that aid the collecting of marginalized, underrepresented, and absented community narratives, and help to translate them into creative work and programs that change systemic practices and policies that lead to racial systemic inequities in workforce development. This person is ideally already deeply connected to the communities we serve, whose narratives we seek to center.

PRIMARY RESPONSIBILITIES

- Building relationships with alumni and a broad array of nonprofit, local government, businesses, and neighborhood organization stakeholders
- Being on the ground listening and learning and championing the work of Towards Employment graduates
- Soliciting alumni ideas on leadership opportunities within community
- Work closely with TE digital media coordinator to promote alumni driven content and engagement opportunities
- Occasionally, directly responding to communities and stakeholders' questions related to specific alumni initiatives

ESSENTIAL FUNCTIONS

Alumni Coordinator job functions will fall into four key areas of emphasis that are designed to keep alumni members feeling part of Towards Employment; local and national workforce efforts; and their own career advancement efforts.

1) Engagement and relationship building

- A. Connect to alumni on a routine basis (emails, presentations within all workshops, text messages, phone calls etc...)
- B. Present outreach opportunities and notification of community events of interest.
- C. Maintain up-to-date data base of alumni.
- D. Gain a comprehensive understanding of Towards Employment alumni needs and develop an action-oriented feedback loop.

2) Advancement support

- A. Create and develop leadership training opportunities for alumni
- B. Help to build alumni experience and references
- C. Promote peer support using networks of fellow alumni members

3) Leadership building

- A. Implement social impact storytelling training
- B. Invite advocacy for greater economic mobility and more equitable workforce practices
- C. Participate in driving action to create policy change

4) Networking to develop social capital

- A. Develop community events to share resources and civic opportunities
- B. Create opportunities to connect to civic, business and government leaders

REQUIREMENTS FOR SUCCESS

- 3-5 years of experience coordinating or executing community engagement and/or outreach programs
- Lived experience working in Black, Indigenous, and People of Color (BIPOC) communities; demonstrated cultural competency and a passion for engaging their voices authentically
- Experience in a small business environment and/or nonprofit community development environment
- Excellent presentation and communication skills
- Outstanding interpersonal relationship building, coaching and development skills
- Excellent analytical and problem-solving abilities
- Attention to details even under pressure
- Enthusiasm and interest in high-touch relationship management with new and existing partners through meetings, communications, and events.
- Exceptional on follow-through, a propensity for staying organized, and able to handle multiple projects simultaneously
- Impeccable track record by reputation, work products, and integrity
- Ability to travel throughout the city to achieve the objectives of this role
- Ability to frequently work on weekends and workday evenings in order to engage

COMPETENCIES

Success in this position also requires:

- **Detail Orientation** – Prioritizes the importance of accuracy in all matters; ability to review work and identify errors; values high quality work product and responsiveness.
- **Relationship Building** - Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial and educational backgrounds; ability to understand and bridge relationships between constituents and stakeholders, internally and externally.
- **Confidentiality and Discretion** – Ensures a high level of discretion at all times, on all matters.
- **Communications Champion** - Outstanding ability to effectively communicate with others, internally and externally; seeks clarification as needed to ensure expectations are clear and work product is on point.
- **Flexibility** – Able to be flexible in the face of changing circumstances or plans. Willingness to engage comfortably through change.
- **Schedule Flexibility** – Able work or attend events outside of traditional work hours or on weekends.
- **Growth Mindset** – Embraces a culture of continuous learning and a can-do attitude, readily adapts to change, is intellectually curious and a critical thinker.
- **Social Justice and Racial Equity Advocate** – Passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

EMPLOYEE BENEFITS

Towards Employment offers competitive benefits including employer subsidized medical, prescription drug, vision and dental insurance; matching traditional and Roth 401k; life and disability insurance. Voluntary benefits include: HSA and FSA savings accounts, accident, critical illness and hospital indemnity insurance and dependent life insurance. Also employees receive paid vacation, 10 sick days plus 13 paid holidays annually.