



Position: Facilitator
Reports to: Senior Manager, Industry Partnerships

Make an Impact!

Towards Employment is committed to supporting 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. We are seeking to hire an experienced career coach and group facilitator to launch and execute a customized employer partnership at a local manufacturer. Our model provides supportive services that make a difference for individuals facing barriers to employment.

POSITION OVERVIEW:

The facilitator will work on-site facilitating a program that includes training in job readiness and technical skills resulting in career readiness, increased entry level employee placement and retention at local manufacturers. In addition, the Facilitator will be responsive to the needs of trainees and the employers, which will serve as sponsor and host for the program.

QUALIFICATIONS:

Required Experience

- Minimum 3 years' experience in workforce development or related field

Required Knowledge, Skills and Abilities

- Demonstrated knowledge of manufacturing or other technical industry
- Excellent customer service skills
- Experience working with adults with barriers to employment
- Proven group facilitation and presentation skills with both small and large groups
- Attention to detail, strong organizational, time management and critical thinking skills
- Competency with Microsoft Office Suites; knowledge of Google Classroom a plus
- Reliable transportation and auto insurance
- Ability to work as part of multiple teams and to demonstrate initiative and creativity
- Commitment to Towards Employment's mission and values

Other Requirements:

We are looking for a **Social Justice and Racial Equity Advocate** – someone who is 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.

Must have reliable transportation and auto insurance