



POSITION: Whole Family Workforce Services Coordinator
REPORTS TO: Director, Industry Partnerships
FLSA STATUS: Non-exempt
SUPERVISES OTHERS: No

Background

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 (TE) has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 58 and a \$6.2 million annual budget and is growing. 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.

Summary

Towards Employment is seeking a coordinator to lead the planning, organization and implementation of our Whole Family programming which supports parents who are participating or alumnus of Towards Employment. Our goal is to translate parents' improved employment status (unemployed to employed; employed to wage gains and other forms of advancement) to improved household financial security and enhanced family supports so that families can thrive.

Responsibilities

- Liaise with TE staff on referrals into the program and be the primary point person for the parents' engagement in the cohort training and follow up actions based on their personal plan.
- Coordinate activities for monthly family events, including building rapport and community within each cohort and maintaining participant motivation and engagement
- Meet with our community partners to coordinate service delivery and our understanding of roles and data sharing.
- Design data sharing process, protocols, and reporting templates and ensure all partners will collect data needed to meet project goals and inform project's Theory of Change.
- Generate monthly, quarterly, and/or annual reports as requested on a timely basis.
- Track participation in assigned programming and document results and progress of members.
- Implement programs, projects, and special events related to the support of our parents.
- Encourage emotional, social, and educational growth of individual members.
- Participate in continuing education opportunities.
- Continue to monitor processes and program to identify areas of improvement to increase program's success

Qualifications

Success in this position typically requires:

- Bachelor's Degree in social work or related degree, or equivalent, relevant experience
- Excellent relationship building, and communication skills; group facilitation and presentation skills with both small and large groups preferred
- Demonstrate examples of working with families and connecting them to community resources
- Experience in a whole family approach and bring additional financial coaching expertise to the team
- Have the ability to effectively communicate with families through media, electronic and print media
- Attention to detail, strong organizational, time management and problem solving skills
- Competency with Microsoft Office Suite, ability to learn & manage database functions for tracking purposes
- Willingness and ability to be on-site at employer work sites; reliable transportation required
- Ability to work as part of multiple teams and to demonstrate initiative and creativity
- Commitment to Towards Employment's mission and values

Competencies

Success in this position also requires:

COMPETENCIES REQUIRED:

- **Relationship Building** - Builds and maintains effective relationships with all stakeholders, including internal staff and external organizations that can impact Towards Employment's success and future. Outstanding ability to effectively communicate plans and desired outcomes.
- **Flexibility** – Able to be flexible in the face of changing circumstances or plans. Willingness to engage comfortably through change.
- **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.
- **Confidentiality and Discretion** – Ensures a high level of discretion at all times, on all matters.
- **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.

WORK ENVIRONMENT

- Work is performed in an office setting including remote and virtual.
- Some local travel required.