



## Senior Workforce Coordinator

### ORGANIZATION OVERVIEW

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, and productive lives. Since 2010, B:E has worked to develop, integrate, and now disseminate an approach to services based on coaching principles and techniques. The resulting model, *Creative Connected Resourceful and Whole*, ensures youth have support to build capacity, expand possibilities, and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency, and wellness.

B:E has grown rapidly since it was founded in 1996. Our budget for 2017-18 is approximately 4.2 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: [www.beyondemancipation.org](http://www.beyondemancipation.org).

B:E is always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to apply!

### POSITION

The Senior Workforce Coordinator is a member of the Education and Career Pathways Division at B:E. The goal of the Education and Career Pathways Division is to assist current and former foster and probation youth, including those who are disconnected from services and support, to persist and succeed in secondary and post-secondary education, and to secure and sustain satisfying, livable wage employment. The Senior Workforce Coordinator will facilitate 2-week Employment Readiness and Professional Development workshops held 3 times annually; and support recruitment/outreach and assess readiness for internal and external employment programs. The Senior Workforce Coordinator will also develop curriculum and/or partnerships that promote entrepreneurship as well as partnerships that provide youth with an array of career exploration, vocational training and career pathways opportunities.

He/she will also provide guidance and coordination of Beyond Emancipation's 18-month Workforce Pathways Strategy to ensure there is a smooth transition for all youth participants throughout all phases of the program. This includes: on-ramp to program through Employment Readiness; support youth as they transition to ongoing placement, re-placement and job retention support, individually and in groups; and post-program support through

monthly alumni events that promote peer-to-peer networking and learning. This position reports to the Education and Career Pathways Division Manager.

## **ESSENTIAL FUNCTIONS**

- Develop and implement engaging curriculum for employment readiness, professional development, entrepreneurship and group coaching workshops for transition age youth
- Manage the outreach and recruitment for employment readiness groups and vocational training programs
- Provide weekly group coaching sessions with GROW Culinary Program Artisans and ELEVATE participants during 8-week training phase. Group coaching sessions are designed to build worker identity and future orientation, as well as build toolkits for coping in the workplace.
- Engage community members in career mentoring, job shadowing and other readiness opportunities.
- In collaboration with other program coordinators, develop and maintain relationships with vocational training and career pathways programs
- Coordinate monthly alumni events that promote peer-to-peer learning, networking and job re-placement and retention
- Track, measure, and report client activities and client outcomes related to assessment and readiness
- Schedule workshops and special events related to readiness or overall workforce development services at BE
- Using performance management strategies, work with program partners and colleagues to continually assess program quality and impact, and evolve program curriculum accordingly
- Using coaching and skill-building strategies, partner with clients to assist with resume development, job search skills, and interview skills
- Using coaching strategies, engage youth to create long term visions for their future, set short and long-term goals, and determine education and employment pathways to help them move toward those goals
- Refer clients to job readiness training and employment programs throughout Alameda County
- Represent Beyond Emancipation at community meetings and events
- Make presentations to child welfare workers, probation officers, caregivers, and community based organizations on topics related to education and career development
- Participate in external committees and networks focused on improving educational and career opportunities for underserved youth
- Actively participate in Beyond Emancipation's efforts to implement cohorts and facilitate group coaching sessions to support youth to achieve education and career goals
- Participate in organization-wide meetings and trainings and Worker of the Day duties and rotation

- Perform other projects/duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including fingerprinting. The successful applicant will also have TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

## **QUALIFICATIONS**

- Bachelor's Degree in related field required; MA in a related field or the equivalent experience preferred
- Minimum of 3 years of workforce experience
- Minimum of 3 years of experience working directly with transition age youth in education or workshop development settings required; Demonstrated ability to develop engaging curriculum and facilitate workshops grounded in youth development principles
- Commitment to strength-based, trauma informed and harm reduction principles and practices
- Excellent written and oral communication skills
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies, educational institutions, and other community based organizations
- Strong time management, organization, and documentation skills

## **PHYSICAL DEMANDS**

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

## **COMPENSATION AND HOURS**

This is a full time, exempt, and salaried position. Your schedule will vary based on need and could extend into the early evening, with some weekend hours. Salary range dependent on education and experience. Benefits are generous, with fully paid employee health and dental

insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal days, as well as holidays. Voluntary vision and retirement plans are also available.

### **EQUAL OPPORTUNITY**

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

### **HOW TO APPLY**

Please send a resume and cover letter to [seniorworkforcejob@beyondemancipation.org](mailto:seniorworkforcejob@beyondemancipation.org) with “Senior Workforce Coordinator” in the subject line. In your cover letter, please discuss any experience you have with workshop facilitation, workforce and curriculum development.