



Job Title: Workforce Development Specialist
FLSA Status: Full Time, Exempt
Reports to: Director of Programs

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Director of Programs the Workforce Development Specialist will coordinate an employment skills curriculum designed to increase employability, enhance client motivation, improve life skills, offer referrals, and support that ultimately leads to employment.

Primary Roles and Responsibilities

- Implement employment program model designed to help program participants become marketable and achieve self-sufficiency.
- Design and deliver class instruction to a variety of individuals with substantially different educational, life experiences and barriers, through the development of instructional plans to meet course competencies, the development of activities which support lesson objectives, and delivers the instruction as approved. Adapt teaching methods to meet students' varying needs, abilities, and interests.
- Monitor and track participant progress through accurate data collection and management to identify their employment barriers, assist with employment and educational needs including steady contact with educational institutions to learn of the available programs.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Manage the learning environment through keeping accurate attendance records, hours of training, performance, and skills achievement throughout training and managing expectations and attendance policies.
- Assists in the preparation, review, and submission of required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies.
- Build positive and working relationships with educational institutions, employers, and external partners.
- Assist with the development/management of program budget and responsible for making requests for materials and supplies not to exceed approved budget expenditures.
- Assists with placement activities for clients among area businesses. In addition, coordination of job fairs, hiring events and program graduations.

- Develop relationships with public agencies and community-based organizations to build knowledge of the resources available to community stakeholders.
- Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of resource navigation and education programs.
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting organizational and group goals.
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, reports, and meet critical deadlines.

Requirements/Qualifications

- Bachelor's degree or equivalent human services related bachelor's degree with at least 2 years relevant work experience.
- Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds.
- Strong computer skills, familiarity with Office365, Word, Excel, Outlook, PowerPoint, SharePoint.
- Ability to prepare clear, concise, thorough, meaningful, and grammatically correct written reports, letters, presentations, and other media.
- Ability to organize and maintain confidential detailed records: set and implement priorities, complete necessary paperwork, reports and meet deadlines.
- Demonstrated leadership experience including facilitation of meetings, trainings, and events.
- Experience building and coordinating coalitions and alliances.
- Ability to take initiative in working with and coordinating peer groups and committees.
- Ability to analyze problems and find solutions which support and enable sound decision-making.
- Ability to work independently and as a part of a collaborative team.
- Reliable transportation, with valid driver's license and current liability insurance.

Salary Range

\$43,000 - \$47,000

Additional Employee Benefits

We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

Physical Demands

The work involves normal physical activity associated with an office environment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Workforce Development Specialist in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org