

Britepaths
JOB DESCRIPTION - 2023

Position Title: **Workforce Development Specialist**
Title of Immediate Supervisor: **Workforce Development Director**
Job Status: **Hourly, Full time, 30 hours/week**
Job Location: **Remote, with possibility of 1-2 days/week onsite at Financial Empowerment Center, Alexandria, VA**

Britepaths is a non-profit organization dedicated to helping Northern Virginia residents meet their essential quality of life needs through food assistance, financial assistance, and mentoring programs. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable and diverse organization.

Qualifications and Experience: Experience working with diverse populations in human/social services, counseling/coaching, or workforce development preferred. Must be flexible, organized, able to work independently, enjoy working with people, and networking. Possess strong attention to detail, and excellent oral and written communications skills, and experience or desire to lead workshops. Bi-lingual Spanish preferred. Must have own transportation and be willing to work some evenings.

Duties and Responsibilities:

Assist workforce development director in the development, expansion and operation of the workforce development programs specifically focused on but not limited to 1) Career Services; 2) Network Up.

1. **Career Services** Provide direct support and coaching to enable clients to achieve their employment goals. Support clients in developing a resume, interviewing skills, referrals to educational, job training or professional certification programs. Manage volunteers who assist with resume and interviewing skills. Responsible for tracking clients in database. Must be effective at building relationships with agency staff and volunteers, as well as a good working knowledge of community resources. The Workforce Development Manager will help plan, promote, and conduct workshops virtual and/or in-person focused on career development and job search strategies.
2. **Network Up (NU)** Recruit and assess WFD clients for short term mentoring opportunity that matches under- or un-employed job seekers with a mentor who is a professional in mentee's desired job sector. The Workforce Development Specialist will recruit and help orient mentors willing to share their domain expertise with a mentee. Responsible for matching mentees with a mentor; tracking meetings and conducting post program survey.

Function 1: Workforce Development Coaching

1. Maintain scheduled appointments with clients, scheduling follow-ups, as needed.
2. Meet one-on-one with clients remotely to assess, help plan, and support their workforce development related needs and goals.
3. Assess clients for Network Up program and enroll if appropriate.
4. Maintain and update client, volunteer, and program information in database and Google Drive, as appropriate.
5. Support the Workforce Development Director and Development team in cultivating and identifying potential businesses for clients to apply and interview for hiring opportunities.

6. Follow up on leads and pursue contacts with HR departments to refer client resumes.
7. Coordinate with Financial Literacy Team at FEC to cross refer clients who would benefit from workforce/financial coaching.
8. Coordinate with appropriate Britepaths staff to refer clients to in-house services and on initiatives that strengthen the WFD program to meet community needs.
9. Refer clients to community or county agencies for needed services and resources, as needed.
10. Plan, promote, and conduct at least four Workforce Development workshops per year. These workshops will be focused on career development and job search strategies and may be offered virtually or in person.

Function 2: Manage Network Up

1. Assist Workforce Development Director in conducting interviews with prospective volunteer mentors to determine ability to offer career coaching and desire to guide and support job seekers from diverse populations during multiple meetings.
2. Facilitate enrollment of mentees in NU, match them to mentors, track and monitor progress, provide support when needed; and ensure that both the mentee and the mentor are submitting meeting reports and surveys in a timely manner.
3. Maintain and update client and program information in database and Google Drive.

Function 3: Administrative Tasks

1. Maintain contact by email, phone, virtual (Zoom), or in person with clients and NU mentees and mentors on a regular basis.
2. Collect, write up, and share success stories, client statistics, etc., when requested by Communications Manager or Grant Writer.
3. Attend and participate in monthly staff and programs meetings, and planning meetings.
4. Participate in community meetings and committees as assigned to recruit clients and leads for potential employers.