

Britepaths
JOB DESCRIPTION - 2026

Position Title: Workforce Development Manager
Reports To: Financial Empowerment Center Director
Job Status: Salary, Full time, 35 hours/week
Job Location: Hybrid – Alexandria, VA

Available Benefits

Health Insurance, Life Insurance, Paid Vacation/Sick Time/Family Medical Leave, 403b Match, Flexible Schedule, Telecommuting

Mission Focus

Britepaths is a 501c3 non-profit organization providing food, financial assistance, financial education, and workforce development programming and services for clients in Northern Virginia. Our programs stabilize clients facing economic crisis, foster personal empowerment, and support the needs of children. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable, and diverse organization.

Role Summary

The Workforce Development Manager provides strategic leadership and hands-on support for the organization's workforce initiatives. This role oversees the design, implementation, and evaluation of a wide range of job readiness and career development programs, while also directly engaging with clients through one-on-one coaching. The manager supervises volunteers, fosters strong community partnerships, and ensures programming effectively prepares individuals for employment success. The Workforce Development Manager oversees career coaching and the Network Up program. Network Up is a short-term mentoring opportunity offered by Britepaths and the Financial Empowerment Center at South County that pairs under- or unemployed adults in Northern Virginia with a mentor who is a professional in their mentee's desired job sector.

Career Coaching

1. Maintain scheduled client appointments and conduct remote one-to-one sessions to provide tailored support in resume writing, interview preparation, strategic job search, career planning, and LinkedIn optimization, with the goal of helping clients achieve their employment objectives
2. Track client meetings in database; schedule follow-ups, as needed.
3. Enlist volunteers for assistance with resumes, interview prep, LinkedIn, as needed.
4. Coordinate with appropriate internal staff to refer clients to in-house services (i.e. financial empowerment, emergency food).
5. Refer clients to community or county agencies for services and resources, as needed.
6. Create new workshops and update current career building workshop PowerPoints
7. Facilitate career building workshops or enlist volunteers throughout the year.

Network Up

1. Assess clients in career coaching for Network Up program and enroll if appropriate.
2. Facilitate enrollment of career coaching clients as mentees in Network Up; match mentees with appropriate mentors and provide introduction
3. Track and monitor meeting recaps and update database with meeting notes; provide support as needed

Volunteer Engagement

1. Recruit, train, coordinate, and evaluate volunteers to support coaching sessions (i.e. resume edits, interview prep, LinkedIn profiles) and/or as mentor in Network Up
2. Ensure Workforce Volunteer Application completed; Run background check; update database

Administrative Tasks

1. Collect, draft, and share success stories, client statistics, etc. for fundraising and communications purposes
2. Attend and participate in monthly staff and program lead meetings; attend partner meetings
3. Market and promote workforce development program to raise awareness

Qualifications:

- Minimum 3 years of experience in workforce development, career counseling/coaching, social services, or related field.
- Experience providing individual career coaching, job readiness, or employment support to diverse populations.
- Demonstrated success in managing volunteers and program operations.
- Strong oral and written communication skills with the ability to engage effectively with staff and community partners.
- Proven ability to build rapport with individuals from diverse cultural, educational, and socioeconomic backgrounds.
- Highly organized, flexible, and able to balance leadership responsibilities with direct service delivery.
- Bilingual (Spanish) preferred
- Certified Career Services Provider (CCSP) credential preferred

Position requires 35 hours/week, with at least 2 days/week at the Financial Empowerment Center, commensurate with an annual salary in the range of \$55,000 to \$62,000 dependent upon experience, track record, and credentials. Work schedule is flexible, with required core hours Monday – Friday 10am to 2pm. Reliable internet connection at home is required for telecommuting; laptop will be provided. Occasional weekend and evening work will be required in addition to monthly in-person attendance of staff meetings at Britepaths' Fairfax headquarters. Must have reliable transportation. Northern Virginia regional travel required.

To apply: send cover letter and resume to mjcantoni@britepaths.org.