Job Title: Workforce Manager

Reports to: Vice President Children & Family Services

Department: Food Justice | Economic Opportunity & Workforce Development

FLSA Classification: Exempt

EEO Category: 1.2

Pay Rate: Salaried

Org Band: Associate

SEIU Eligible: No

Job Summary: The Workforce Manager will provide overall coordination of the agency’s workforce initiatives with an initial focus on Food Justice efforts. In coordination with the Economic Opportunity & Workforce Development team, the workforce manager will serve as a leader in support of county workforce needs and issues as well as an agency representative with community partners. The Workforce Manager also assists with projects as assigned to strengthen the agency’s overall workforce development efforts.

The Workforce Manager is responsible for cross-agency collaborations in support of a whole family approach to well-being that includes connections to employment and lifts up agency resources to move people from crisis to thriving. The Workforce Manager’s responsibilities also include the ongoing work of recruiting participants, providing project orientations, maintaining ongoing communication with all providers and participants, handling compliance requirements, coordinating learning cohort meetings, setting up tutoring and coaching services, and participating in data collection and project evaluation.

Primary Responsibilities

Whole Family Approach Implementation

- Ensure alignment with the agency’s efforts to help people reach self-sufficiency
- Maintain and strengthen cross-team work toward improved individual- and community-level outcomes
- Participate in manager team, learning and evaluation, and other agency cross-team meetings to ensure staff and process include workforce considerations and are aligned for success
- Solicit volunteer engagement as needed in support of approach implementation with connections to workforce needs
Recruit Participants
- Develop an outreach plan.
- Responsible for selecting and screening participants.
- Communicate with applicants to confirm or decline their selection into the cohort. Refer those not selected to available resources.
- Create file for each participant and keep up to date.

Plan and implement orientation for participants
- Plan orientation event and invite selected participants and interested stakeholders.
- Coordinate an orientation to program and agency services.
- Create information for participants to know about the project (i.e. roles and responsibilities, timeline of activities).
- Establish personal professional growth plans with each participant.

Coordinate Support Services
- Connect and coordinate with project resources.
- Identify additional services for participant referrals as needed.
- Refer participants to appropriate resources to support their success.

Coordinate Six-Month Food Justice Apprenticeship Placements
- Connect with kitchen tenant social-enterprises/entrepreneurs to ensure best placements
- Contact business owners renting space in the agency’s commercial kitchen.
- Connect participant with kitchen tenant.
- Maintain ongoing communication and feedback across business/entrepreneur contacts and with participants.
- Hold quarterly project oversight meetings.
- Facilitate monthly participant check-ins with participants and relevant agency staff to ensure best outcomes.

Grow Pre-Employment Skills Training, Resources, and Partnerships
- Coordinate a Technology Skill Building program for parents
- Help lead efforts to support a pathway for parents to become Early Childhood Education teachers

Plan monthly learning cohort workshops
- Create annual plan for monthly workshop activities (agenda, location, time).
- Provide time for collaboration among the participants, sharing successes and challenges.
- Identify and connect with possible speakers or presenters (leadership, professionalism).

Ensure Program Evaluation
- Align with agency teams to ensure compilation of individual participants’ success.
- Maintain project progress notes (lessons learned and strengths) from monthly learning cohort meetings, quarterly project oversight meetings and ongoing as needed.
- Contribute to the agency’s evaluation process in partnership with the Learning & Evaluation team.

Serve as a Workforce Community Liaison
- Represent agency on relevant agency steering committees (e.g., SparkPoint, workforce development board collaborative, county steering committee on workforce)
- Attend meetings as assigned by agency leadership where workforce is a concern/issue

Updated: 8/2021
• Collaborate with community agencies to elevate relevant concerns such as immigration and rights or other agency/participant needs as assigned

Assist Program Growth and Visibility
• Support grants, marketing, communications, and other opportunities for visibility and funding to the agency’s workforce efforts
• Translate/proofread relevant materials in English/Spanish
• Support agency with outreach and presentations to community stakeholders
• Performs other duties as assigned.

Qualifications

• Bachelor’s Degree or equivalent experience.
• Bilingual (English / Spanish) required.
• Experience with Workforce Training and Development
• Knowledge of best practices and professional standards in nonprofit/social services.
• Experience with supervising or mentoring adults.
• Computer skills – Word, Excel, and Outlook.
• Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Physical Requirements

• Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
• Lift: exertion of physical strength to move objects 10-25lbs from one level to another
• Carry: hold or rest weighted objects 10-25lbs directly on hands, arms, shoulders or back while moving from one location to another
• Climb: ascend/descend with gradual or continuous progress, using both hands and feet
• Push: exertion of force on or against an object (weight/size) to move it from one location to another.
• Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

Acknowledgements

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.
Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: _______________________________ DATE: ___________________________