



WORKFORCE DEVELOPMENT COORDINATOR

Journey Home is a thought leader and innovator pushing forward the efforts to end homelessness in the Capital Region of Connecticut. We are a dedicated team of professionals who value hard work, and a flexible, honest work environment.

The Workforce Development Coordinator will develop and oversee Journey Home and Coordinated Access Network (CAN) workforce development activities and strategies to increase income for people at risk of homelessness, people experiencing homelessness, and people who have recently experienced homelessness. The WDC will serve as a liaison to the workforce development partners, is responsible for career planning and development activities, through group workshop facilitation training opportunities, and cultivating relationships and partnerships with employers.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Cultivate relationships with employers for both volunteer engagement as well as employment opportunities for people experiencing homelessness or at risk of homelessness
- Network and build relationships with employers to provide direct connection to jobs
- Establish partnerships with other career-focused nonprofit organizations
- Develop resource guide for training and certification programs administered by partners
- Participate in local and statewide workforce development planning and strategic activities
- Develop and facilitate onsite job readiness programming, including: resume and cover letter development, digital literacy, professional etiquette, and soft skills training as well as coordination of trainings by external partners.
- Provide support to homeless services partner agencies and their clients who are unemployed or underemployed
- Leverage workforce development partnerships and provide support to partner agencies and their clients with job readiness and soft skill development including resume writing, interviewing skills, self-presentation, the job search process, employment skills, employee rights and responsibilities, understanding benefits and compensation - via one-on-one consultations and group workshops
- Develop and implement strategies to motivate, plan, educate, and follow up with participants regarding job retention and career advancement
- Coordinate agency-wide tracking of workforce development efforts.
- Meet program participation benchmarks, and participation goals.
- Participate in developing and enhancing the organization's employment services strategy, program and activities
- Write grant proposals to support workforce development strategies and ensure that grant reports are completed in a timely manner.

KNOWLEDGE, ABILITIES, QUALIFICATIONS:

- Associate's degree with at least two years of experience in a related field preferred, equivalent life experience may be substituted for education

- Experience in workforce development, human services, community organizing, sales, or other related fields
- Commitment to data-driven solutions and sharing the story behind the data
- Previous project management experience with demonstrated leadership and organizational skills preferred.
- Be an analytic thinker and actor, considering the mission, objectives and goals of Journey Home
- Demonstrate an understanding of the impact their decisions and behaviors have on colleagues and on the organization.
- Strong computer skills including Microsoft Suite, and data entry.
- Uses a strengths/asset based approach to develop solutions.
- Strong communication skills, including written correspondence and phone personality
- Ability to take initiative and implement projects with minimal supervision
- Ability to establish and maintain high quality relationships with a variety of stakeholders
- Possess an understanding of concepts of institutional and structural racism, sexism, and other systems of power based on identity, and their impact on underserved and marginalized populations is preferred
- Willing to work evenings or weekends, as needed
- Maintain a valid CT Driver's license, reliable transportation, and adequate auto insurance as required by CT state law.

Journey Home is an Equal Opportunity Employer

Journey Home provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Compensation & Benefits:

This is a full-time, exempt position

Salary range is \$48,000 - \$55,000; salary based on experience and qualifications, not salary history

Generous medical/vision/dental/disability/life benefits

Paid time off – 12 holidays, vacation, personal time and sick leave

To Apply:

Send a cover letter, résumé with salary requirements and three references we may contact.

By mail:

Journey Home, Inc.

PO Box 260727

Hartford, CT 06126

By email:

sara.wilson@journeyhomect.org

Subject line: Workforce Development Coordinator