

**Title:** Workforce Development Coordinator

**Position:** To increase capacity to serve the Middlebury community through workforce development initiatives.

**Compensation:** \$15/hour

**Responsible to:** Impact Director

**Mission Statement:** We exist to give worth, value, and dignity back to the communities of Akron. We fight to create thriving communities and flourishing individuals.

**Main Objective:** To use your gifts and talents to support a community-led, holistic workforce development strategy that seeks to remove barriers and increase access for local residents to retain employment, increase stability, and improve their over-all health and well-being. This position is for an unspecified duration and constitutes "at will" employment.

### Job Description | Average of 20 hours per week

#### I. Social Services

- a. Work with partners of the Middlebury Workforce Coalition to support individualized career plans for workforce development program participants.
- b. Work with partners of the Middlebury Workforce Coalition implement processes to stay connected with program participants to support long-term career retention and growth.
- c. Ensure program participants are connected to resources within the Middlebury Workforce Coalition and Greater Akron to support the holistic needs of the individual.

#### II. Program Coordination and Strategy

- a. Work with the Middlebury Workforce Coalition to coordinate pre-employment and retention programming.
- b. Implement processes to ensure strong communication between program participants, community organizations, and businesses.
- c. Provide input into Middlebury Workforce Coalition strategy based on experience, industry knowledge, best practices, data, and research.
- d. Measure program impact through qualitative and quantitative data collection.

#### III. Requirements

- a. Social service and/or community health worker background.
- b. Ability to relate to and work with diverse types of individuals.
- c. Ability to think strategically and long-term.
- d. Ability to work independently and as a team.
- e. Ability to embrace an entrepreneurship mindset.

#### IV. Expectations:

- a. Hours: Average of 20 hours per week.
- b. Meet with your supervisor on a bi-weekly rhythm.
- c. Common Business Courtesy
  - i. Return phone calls and emails within 24 hours
  - ii. Be on time to meetings, events and programs
- d. Maintain a neat and organized workspace, sharing office space
- e. Adhere to related staff policy and procedures.
- f. Assist with other The Well CDC staff or tenants when needed or asked.

Please submit cover letter, resume, and three references to Kelly McHood at [kelly@thewellakron.com](mailto:kelly@thewellakron.com) by Friday, February 19 at 5 pm.