

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

Workforce Development Coordinator

The Workforce Development Coordinator will coordinate employment skills curriculum designed to increase employability while enhancing client motivation, improving life skills, and offering referrals and support that ultimately leads to employment; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *“We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”*

VALUES

In addition to our EPIC values our external values are as follows:

Leadership

We are guiding critical shifts in how people think and act to address the root causes of poverty

Collaboration

We bring together all capable partners to achieve transformative results

Trust

For over 50 years, the community has counted on us to empower those in need

Compassion

We treat each person we serve respectfully and with great care

Justice

We are passionate about advocating for those living in poverty and creating equity throughout the region

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the direction of the Workforce Development Manager, the Workforce Development Coordinator is primarily responsible for facilitating employment training, work readiness activities, on-the-job training, apprenticeships and job placement of program participants. The Workforce Development Coordinator will perform their job duties in a bi-lingual English/Spanish environment.

Required: Bilingual in English/Spanish.

ROLES AND RESPONSIBILITIES

- Develop and implement action plans that obtain program objectives and goals to provide and promote employment, on-the-job training and apprenticeship opportunities for the underserved population to achieve self-sufficiency.
- Orientate new participants to the Workforce Development program, guidelines and expectations.
- Coordinate employment skills curriculum designed to increase employability, improve life skills, offer referrals and support that to lead to employment.
- Provide job seeker services such as determining short-term and long-term career goals, resume and cover letter writing, completing job applications, interviewing techniques, job search strategies, and referrals to community partners as needed.
- Contact, visit, build and maintain positive relationships with educational institutions, employers and external partners to support the Workforce Development program and the hiring of program participants.
- Develop, coordinate, conduct and oversee participant workshops, training sessions, activities and special projects in order to develop participants' employability.
- Participate in relevant workshops, seminars, community events, support collaborative

organizations, attend partner meetings and outreach events for the Workforce Development program.

- Maintain tracking systems specific to the Workforce Development program to identify employment barriers, assist with employment and educational needs, and to complete program reporting within established timeframes.
- Apply program rules, regulations and procedures to ensure compliance with program contract and guidelines.
- Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Planning and organizational techniques to develop and implement actions plans.
- Resume writing, understanding of applicant tracking systems, skills assessment, job search strategies, and behavioral interviewing skills.
- Professional presentation skills to deliver program information to individuals and/or groups.
- Working independently and with self-direction while being collaboratively within a team; exercising considerable judgment.
- Analyze and interpret various materials to make recommendations on program input.
- Sourcing and developing contacts, both private and public, to support a community-based program.
- Record keeping principals and methods.
- Working efficiently within demanding time constraints and exhibiting exceptional time management skills.
- Providing services and presentations in a virtual format, large formal gatherings, and in-person (accounting for CDC and state/county guidelines for social and physical distancing).
- Working in a bi-lingual English/Spanish environment with ability to speak, read and write in English and Spanish.

IDEAL CANDIDATE MUST BE

- Customer service oriented: Establish and maintain effective working relationships with CAP OC's staff and management, employers, government agencies, business partners, and participants.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational and program effectiveness.
- Work focused: Be detailed oriented while working accurately and efficiently on a consistent basis without assistance.
- Organized: Implement self-planning and organizational techniques to develop and implement action plans.
- Flexible: May be required to work weekend/evenings/holidays when/if needed to meet client and/or production demands; workdays and work hours may change on a regular basis.
- Language skilled: Demonstrate a clear, concise and effective command of the English and Spanish language, both oral and written. Translate orally and in writing from/to English and Spanish producing error free documents.

- Mathematical: In a timely manner correctly create, compose and complete mathematical equations on a computer or to complete forms for reports and/or presentations.
- Computer literate: Competently use the Internet, Web based databases, Microsoft Office (Word, Excel, PowerPoint, and Outlook) and other applications. Competently use portable devices including, but not limited to laptop, projector, cell phone and copier.

EDUCATION AND EXPERIENCE

Must possess a BS/BA degree in human service field and at least two years' directly related experience.

TRAVEL

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is local during the business day to/from CAP OC locations and incumbent will use personal vehicle. Possible travel may be during evening hours and possible out-of-the-area and overnight travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manual dexterity of wrist and fingers, and prolong computer work. The employee must regularly lift and/or move objects up to twenty (20) pounds. Employee may be called upon to work outdoors in varying temperatures and weather conditions.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.