

<u>Position Title:</u> Workforce Development Specialist (WDS)		
<u>Reports to:</u> WDS Team Lead	<u>FLSA status:</u> Exempt	<u>Full or part time:</u> Full time
<p><u>Summary:</u></p> <p>The mission of Edu-Futuro (Education Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development, and parent engagement. Established in 1998, Edu-Futuro reaches During FY22-23, more than 2300 families, positively impacting 4,350 children, youth, and adults annually in the Northern Virginia Region.</p> <p>Edu-Futuro seeks a full-time Workforce Development Specialist (WDS) The WDS is responsible for all aspects of Edu-Futuro’s Workforce Development Program in assigned counties. The WDS helps immigrant parents find better jobs and/or develop skills that will benefit them in a competitive job market. Through bilingual computer instruction, bilingual workshops and individual support (i.e., creating resumes, writing cover letters, practicing for interviews, help validating credentials, applying for jobs), parents will more quickly gain the skills necessary to find, apply for, and gain employment. The WDS is also responsible for conducting intakes and skills assessments, working cooperatively with other community agencies and employers in the community, facilitating/instructing group and individual workshops, and documenting cases, as well as maintaining Edu-Futuro’s bilingual computer class program. In addition, the WDS supports other Adults and Youth programs in activities that complement the Workforce development Services goals and commitments with the community.</p> <p>The Workforce Development Specialist is passionate about serving our mission and is motivated to empower parents and youth to work towards their goals. Edu-Futuro’s Workforce Development Specialist is creative when developing training materials and can identify new approaches to meet the beneficiary’s workforce goals. The Workforce Development Specialist works well under pressure, knows how to balance competing priorities, and has outstanding interpersonal skills. Job functions listed below are not all-inclusive.</p>		
<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> ● In collaboration with the Workforce Development Team Lead, lead Edu-Futuro’s Workforce Development Program in the assigned counties. ● Communicates with beneficiaries to understand their employment interests and goals and their own assessment of their job readiness and occupational skills. ● Provides one-on-one support to beneficiaries (i.e., creating resumes, writing cover 		

letters, practicing for interviews, help validating credentials, applying for jobs) and identify employment opportunities related to their interests and capabilities to help reach their employment goals.

- Advises parents on career options, training, and educational opportunities.
- Identifies and develop relationships with potential employers and maintain an employers' database in our Customer-Relationship Management Software or Google Drive Suite.
- Coordinates, lead, and teach bilingual computer basics courses (8-week curriculum).
- Designs and deliver additional workforce development workshops based on participant needs.
- Collect data from individuals served and maintain accurate participant records including but not limited to intakes, surveys, demographics, outputs and outcomes.
- Work with the Workforce Development Team Lead to develop and implement evaluation instruments to assess programmatic outcomes.
- Support as needed in conducting fundraising events, including post-event follow-up.
- Take initiative to identify opportunities for program improvements and relationships that propel Edu-Futuro toward its mission.
- Collaborate with Edu-Futuro staff to identify and recruit parent participants and to provide holistic support to them.
- Be up to date on research and best practices.
- Proactively collect stories, testimonies, examples, supporting material, and scenarios that illustrate the need for success in our work.
- Other duties as assigned.

Additional duties:

- Collaborate with other Edu-Futuro staff and Team Leads with the implementation of activities that support our Mission.
- Designs and prints required workshop materials.
- Answers Phones and collect parents and beneficiaries' information.
- Supports with pre-and post-surveys completion.
- Other duties as assigned.

Qualifications required:

- College Degree
- Ability to work individually and groups, especially with different educational backgrounds.
- Demonstrated ability to organize, prioritize, manage time, problem-solve, and handle multiple tasks to meet competing deadlines.
- Results-oriented and self-directed with excellent organization and project management skills.
- Access to a motor vehicle, to conduct service activities throughout the City of Alexandria, Arlington, Prince William and Fairfax Counties

- Fluent written and spoken communication skills in English and Spanish
- Proficient working knowledge of Microsoft Office™ Suite
- Requires Background Check.

Qualifications preferred:

- Demonstrated team player with high level of collaboration and flexibility.
- Experience providing direct social or educational services to adults, youth, and immigrant families.
- Minimum Computer literacy required: Excel Word, Google Suite
- Familiarity with City of Alexandria and surrounding counties, particularly Arlington and Fairfax counties.

Compensation Package:

- Salary + Benefits

How to Apply:

Send a resume, and cover letter at careers@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until the positions are filled. Upon request, feedback regarding the application and interview process will be provided to candidates who are *not* selected.

Revised: 08/23/2024