

# POSITION TITLE: AI WORKFORCE DEVELOPMENT SPECIALIST

**Job Category:** Full-Time (40 HRS/WK)

**Location:** Arlington, Fairfax, and Prince William Counties, VA

**Direct Report:** Workforce Development Team Lead

**Workplace Type:** In-person

**Salary:** Commensurate with Education and Experience

**Criminal Background Check:** Completed during onboarding

## About Edu-Futuro

Founded by a determined group of volunteer parents and community leaders in 1998, Edu-Futuro's mission is to break the cycle of poverty through education. Each year, Edu-Futuro serves nearly 5,000 youth and adults across Northern Virginia, supporting academic success, college access, workforce readiness, and family empowerment through culturally responsive and community-centered programming – all provided at no cost to participants.

## Position Summary

The Workforce Development Specialist (WDS) plays a vital role in advancing Edu-Futuro's mission by supporting adults—particularly immigrants and individuals from underrepresented and underserved communities—to achieve economic stability through meaningful employment and career development. Reporting to the Workforce Development Team Lead, the WDS delivers group instruction and individualized coaching that strengthen participants' digital literacy, career pathways, job readiness, and job advancement or acquisition.

The WDS offers in-person and virtual classes in workforce development, technology, and career readiness, with a focus on AI tools that support job placement. The WDS will work with adults and parents from diverse backgrounds and cultures, including adult learners with a high school education or less. Through culturally responsive instruction and practical application, the WDS empowers participants to confidently use tools like ChatGPT to strengthen resumes, cover letters, job searches, and professional communication, supporting adult job placement or improving current jobs.

In collaboration with AmeriCorps members and cross-functional Edu-Futuro teams, the WDS supports outreach, coordinates program logistics, tracks participant outcomes, contributes to funder reporting, and plans, creates, and implements at least 2 job fairs per year with local employers and residents in the areas Edu-Futuro covers in Northern Virginia. This role requires a self-motivated, adaptable professional who thrives in a fast-paced, mission-driven environment and is deeply committed to equity, access, and community empowerment.

## KEY RESPONSIBILITIES

### Workforce Development & Career Readiness

- Provides one-on-one and group-based support to adult and youth beneficiaries to improve job readiness, including resume development, cover letter writing, interview preparation, and assistance with job applications.

- Advises participants on career pathways, credential validation, and workforce training or educational opportunities aligned with their goals.
- Facilitates workforce-readiness workshops and computer literacy courses tailored for adult learners, including those with limited formal education.
- Builds and maintains relationships with employers, training providers, and workforce partners; manages employer contacts in a shared database.
- Collects participant outputs and outcome data for reporting and program improvement, and supports implementation of evaluation tools
- Stays current on research, trends, and best practices in workforce development and adult education.
- AI for Parents Program Facilitation
- Designs and facilitates a 6-session (1.5 hours each) AI for Parents program for immigrant parents and adult learners, delivered in person or hybrid (Spanish/English bilingual required).
- Teaches participants how to use AI tools — especially ChatGPT — to: Create and improve resumes and cover letters; Practice interview responses, search and apply for jobs online;
- Build workplace communication and digital confidence.
- Adapts curriculum for varying literacy, language, and technology skill levels using culturally responsive and trauma-informed practices.
- Provides individualized coaching and follow-up support to ensure participants can independently apply AI tools to individual employment goals.
- Collects participant feedback, testimonies, and videos that support output/outcome data to refine curriculum and demonstrate program impact.

#### Student Academic & Professional Support

- Facilitates virtual and in-person classes, workshops, tutoring sessions, and career readiness activities.
- Provides individualized mentoring toward academic success, credential completion, and career advancement.
- Prepares lesson plans, mock assessments, and student schedules.
- Plans, coordinates, and implements job fairs with local employers that align with participant needs.

#### Outreach & Participant Engagement

- Responds to inquiries from current and prospective students and job seekers.
- Leads and ensures recruitment and enrollment efforts for workforce and technology programs.
- Coordinates volunteers and AmeriCorps members to ensure high-quality educational experiences.
- Collaborates with other Edu-Futuro teams to provide wraparound support.

#### Data Management & Reporting

- Maintains accurate attendance records, case notes, and participant outputs/outcomes in databases and CRM systems.
- Prepares monthly, quarterly, and funder-specific reports in collaboration with the Workforce Development Team Lead.
- Collects success stories and testimonials to support evaluation and development efforts.
- Submits timesheets, mileage logs, and reimbursement documentation accurately and on time.

## General Program & Organizational Support

- Participates in community outreach events, employer meetings, and Edu-Futuro fundraising initiatives, including the annual gala.
- Supports evening and weekend programming as needed.
- Contributes to program development, innovation, and continuous improvement.
- Performs additional duties in support of Edu-Futuro operations, including event staffing, strategic projects, and team support.

## PREFERRED QUALIFICATIONS

- Bachelor's degree in education, Human Services, Social Work, Workforce Development, or a related field.
- Minimum of 2 years of experience in workforce development, adult education, job-readiness coaching, or related fields.
- Experience facilitating in-person and virtual workshops, including curriculum development.
- Demonstrated success in resume writing, interview preparation, job searching, and career coaching.
- Experience working with communities from diverse backgrounds and cultures, and with adults with limited formal education, is strongly preferred.
- Comfort with digital tools and platforms, including AI tools such as ChatGPT, or willingness to learn quickly.
- Excellent written and verbal communication skills (bilingual in Spanish and English strongly preferred);
- Strong organizational and time management skills with the ability to manage multiple priorities.
- Experience with data tracking, reporting, and CRM systems (e.g., Apricot, Salesforce);
- Knowledge of workforce systems, credential pathways, and employment barriers that affect immigrant communities
- Valid driver's license and reliable transportation for sites across Northern Virginia;
- Flexibility to support evening and Saturday programming.

## COMPETENCIES FOR SUCCESS

### **Integrity & Accountability**

Demonstrates professionalism, transparency, and ethical conduct. Takes ownership of outcomes and aligns actions with organizational values.

### **Initiative & Follow-Through**

Proactively identifies solutions to workforce barriers and opportunities to improve employment outcomes, including AI innovative strategies.

### **Interpersonal Skills & Communication**

Builds strong, culturally responsive relationships with participants, families, employers, and partners. Communicates clearly and compassionately in diverse contexts.

### **Adaptability & Problem-Solving**

Thrives in dynamic environments and responds creatively to evolving needs of participants and the workforce.

### **Collaboration & Team Contribution**

Works collaboratively with colleagues, AmeriCorps members, and partners to deliver high-quality services.

### **Organizational & Time Management Skills**

Manages multiple classes and caseloads while ensuring accurate documentation and timely follow-up.

## **BENEFITS**

- Kaiser Permanente Platinum Plan: Health and vision insurance (80% employee / 60% dependents), and 100% dental insurance.
- Employer-paid benefits: STD, LTD, AD&D, and Life Insurance.
- Retirement Plan: 3% employer match, Simple IRA (SIRA).
- Mileage reimbursement for activities aligned with role and program goals.
- Professional development opportunities.
- Cell phone stipend.
- Vacation and sick leave are determined by tenure.
- Ten observed federal holidays.
- Opportunity to make a meaningful impact in underserved communities.

## **Equity Statement**

Edu-Futuro is an equal opportunity employer committed to inclusion and equity. All qualified applicants will receive consideration without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, marital status, parental status, national origin, political affiliation, age, disability, veteran status, or any other protected characteristic.

## **How to Apply**

Send a cover letter and resume to the Hiring Committee at [managerofprograms@edu-futuro.org](mailto:managerofprograms@edu-futuro.org). Applications will be accepted until the position is filled.