

POSITION TITLE: WORKFORCE DEVELOPMENT SPECIALIST

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

Location: Arlington, VA

Direct Report: Workforce Development Team Lead

Workplace Type: In-person or Hybrid Eligible Upon Approval

Salary: Commensurate with Education and Experience

Criminal Background Check: Realized during the onboarding process

About Edu-Futuro

Founded by a determined group of volunteer parents and community leaders in 1998, Edu-Futuro's work focuses on breaking the cycle of poverty through the power of education. Each year, Edu-Futuro serves nearly 5,000 youth and adults, providing students with a path to high school graduation and college enrollment through the Emerging Leaders Program (ELP) and Chronic Absenteeism Program (CAP), while simultaneously training and inspiring their parents through our Parent Empowerment Services (PES) and Workforce Development Services (WDS). Edu-Futuro programs are open to all students and parents in Northern Virginia and provide necessary services at no cost.

Position Summary

The Workforce Development Specialist (WDS) plays a vital role in advancing Edu-Futuro's mission by supporting adults—particularly those from underrepresented and underserved communities—in achieving a better quality of life through meaningful employment and career development. Reporting to the Workforce Development Team Lead, the WDS helps participants gain access to career pathways, improved job prospects, and economic stability through both group instruction and individualized support.

The WDS facilitates virtual and in-person classes, including, but not limited to, weekly sessions on technology, resume and cover letter writing, and job readiness. They provide tailored academic and professional support to adults over 18 through mentoring, skills-building workshops, and one-on-one coaching—ensuring that each participant has the tools and confidence to reach their personal and professional goals.

In collaboration with AmeriCorps members and other Edu-Futuro teams, the WDS also supports program outreach, coordinates logistics for workforce development activities, gathers outcome data, and contributes to funder reporting. This role requires a self-motivated, adaptable professional who is committed to delivering accessible, culturally responsive services that empower families and strengthen the community. The WDS thrives in a fast-paced, team-oriented environment where empathy, initiative, and a shared dedication to success define the culture.

KEY RESPONSIBILITIES

Workforce Development Support

- Provides one-on-one support to adult and youth beneficiaries to improve job readiness, including resume development, cover letter writing, interview preparation, and assistance with job applications and placement.
- Advises beneficiaries on career pathways, credential validation, and training or educational opportunities that align with their goals.
- Facilitates computer literacy courses and designs customized workforce development workshops.
- Builds relationships with potential employers and internship providers & manages employer contacts in a shared database.
- Supports the implementation of evaluation tools and collects participant outcome data for reporting and program improvement.

- Stays current on research, trends, and best practices in workforce development and adult education.
- Plans, implements, and completes program activities to deliver organizational outputs, outcomes, and the program's overall impact.

Student Academic Support

- Facilitates virtual and in-person classes, workshops, and tutoring sessions to support students' academic and professional development.
- Provides both group and individualized mentoring toward academic achievement.
- Researches, prepares, and delivers lessons along with mock assessments & student schedules.

Outreach & Participant Engagement

- Responds to inquiries about services from current & prospective students or job seekers.
- Coordinates volunteer and AmeriCorps support to ensure high-quality educational experiences.
- Assists in the recruitment of program participants and collaborates with other staff to provide wraparound support.

Data Management & Reporting

- Maintains accurate records for attendance, grades, case management, and notes in individual files and databases.
- Prepares monthly, quarterly, and funder-specific reports in collaboration with the Workforce Development Team Lead.
- Collects stories and testimonials that demonstrate impact and support development efforts.
- Compiles and submits timesheets, mileage logs, and receipts to ensure timely reimbursement processing.

General Program & Organizational Support

- Participates in community outreach events, external partner meetings, and Edu-Futuro fundraising activities, including the annual gala.
- Supports weekend and evening programming as needed.
- Contributes to overall program development and improvement.
- Assists with additional tasks that support the operations of Edu-Futuro; duties may include, but are not limited to, working at events on weekends and nights, strategic planning, staff projects, personnel scheduling, etc.

PREFERRED QUALIFICATIONS

- Bachelor's degree in education, Human Services, Social Work, or a related field;
- Minimum of 2 years of experience providing workforce development services, job readiness coaching, or adult education instruction.
- Experience delivering virtual and in-person instruction, including curriculum development and facilitation of workshops or classes for adult learners.
- Demonstrated success in providing individualized support for resume writing, interview preparation, job search, or credential validation.
- Familiarity with workforce systems, job boards, and training programs relevant to Northern Virginia or comparable regions.
- Strong interpersonal and mentoring skills; ability to build rapport with diverse adult learners and job seekers.
- Excellent written and verbal communication (English/ Spanish preferred);
- Strong organizational and time management skills with the ability to manage multiple projects, track data, and meet deadlines.
- Familiarity with data collection, reporting, and CRM (e.g., Apricot, Salesforce, etc.);
- Knowledge of labor market trends, employment barriers, and career pathways in sectors relevant to Edu-Futuro's community.
- Valid driver's license and access to reliable transportation for site visits and events across Northern Virginia.
- Flexibility to support Saturday mornings or evening programming as needed.

COMPETENCIES FOR SUCCESS

Integrity & Accountability – The Workforce Development Specialist (WDS) demonstrates honesty, professionalism, and transparency in all interactions. They uphold high ethical, confidentiality, and responsibility standards when working with participants, partners, and internal teams. A successful WDS takes ownership of both successes and setbacks, consistently aligning actions with organizational values and demonstrating a commitment to continuous learning and improvement.

Initiative & Follow-Through – A successful candidate will be proactive and identify opportunities to improve employment outcomes and remove barriers to beneficiary success. They remain focused and solution-oriented in the face of challenges, working creatively to support beneficiaries with resume development, job search, and career exploration. A strong WDS is driven by a growth mindset and strives to achieve measurable outcomes through data-informed practices and ongoing evaluation.

Interpersonal Skills & Communication – The WDS works to build strong relationships with adult learners, families, school and agency partners, and employers. They communicate clearly and compassionately—both verbally and in writing—and adapt their messaging to meet diverse cultural and linguistic needs. A successful WDS is welcoming and inclusive to all beneficiaries.

Adaptability & Problem-Solving – The successful WDS thrives in a dynamic, fast-paced environment and can pivot quickly to shifting priorities, program updates, and emerging workforce needs. They demonstrate resilience and creativity as they navigate complex situations, leveraging tools, resources, and partnerships to best serve beneficiaries.

Collaboration & Team Contribution – The WDS collaborates actively with the Workforce Team Lead, other program staff, volunteers, and external partners to deliver high-quality support. They contribute to a culture of mutual respect and accountability, collaboration, and constructive feedback.

Organizational and Time Management Skills – An effective WDS manages multiple projects and classes while ensuring accurate documentation, timely follow-up, and high standards of service delivery. They are detail-oriented, monitoring attendance, intake records, data entry, and reporting—to ensure compliance with funder and organizational expectations.

BENEFITS

- Kaiser Permanente Platinum Plan: Health and vision insurance (80% for the employee, and 60% for eligible family members), and 100% Dental Insurance.
- Ancillary benefits (100% covered by Edu-Futuro): Short-Term Disability (STD), Long-Term Disability (LTD), Accidental Death & Dismemberment (AD&D), and Life Insurance.
- Retirement Plan; 3% matching Simple Individual Retirement Account (SIRA)
- Local travel reimbursement for program-related activities.
- Professional development and networking opportunities.
- Cell Phone Stipend.
- Vacation Leave, aligned with tenure at Edu-Futuro.
- Sick Leave, aligned with tenure at Edu-Futuro.
- Ten observed Federal Holidays.
- Make a positive impact in underserved communities.

Edu-Futuro is an equal opportunity employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, marital status, parental status, national origin, political affiliation, age, disability, or veteran status, or any non-merit factors or characteristics protected by law.

How to Apply

Send a cover letter and resume to managerofprograms@edu-futuro.org. Upon receipt, Applications will be reviewed. Should your qualifications align with our needs, you will be contacted within a week to arrange an interview. Applications will be accepted until the position is filled.