

Action for Equity
Senior Workforce Development Coordinator

January 1, 2021

Action for Equity is looking to hire a senior person to lead its workforce development, education, and wraparound programming within its jobs and income campaigns. The position is currently titled a Senior Coordinator. This role reports to the Executive Director periodically and to the Jobs Director on a day-to-day basis, and will play a significant part in our future success. Our preference is to hire a BIPOC individual with experience in African-American/ English-speaking Black, indigenous/first people, and/or immigrant/language communities.

Who is Action for Equity? We are the leading coalition focused on racial and class equity in housing, transit and jobs in the Greater Boston area. We are led primarily by people of color. Take a look at action4equity.org.

Why is this an opportunity for you? We know that our residents are capable but often do not have access to the learning and support steps they need to achieve what they want. Funded programs for adults often are short term and focused on making limited progress. Residents need a home-base for learning and development, on their own schedule, based on their priorities and interests, over an extended period of time. We have an opportunity to pilot just such a home-base, starting in the Fairmount Corridor in Boston and also across Greater Boston. We know that to increase access to good jobs in BIPOC communities at scale to make structural change in the labor market, we also need to match the demands we are making on employers for hiring/retention commitments with new labor market infrastructure that supports our residents.

As a pilot, proof-of-concept program, this is now within our Jobs Action Network campaign for a Community Pipeline to Good Jobs. With the pandemic still underway, we are focused on jobs in hospitals, tech and fintech, and life sciences. Over time, it may make sense for this work to become an independent subsidiary or partner organization.

Want to help build a new learning and development resource for our residents? At this time we have 3 years of committed initial funding.

Primary responsibilities

The person in this position will drive to establish an institution that will reach out to residents, maintain connections with residents, and build a set of programs that meet the needs of residents to get good jobs and income over time. It will be initially anchored, but not limited, by funding focused in the Fairmount Corridor. It will be tightly connected to and responsive to the Campaign for a Community Pipeline to Good Jobs, ensuring that residents who become part of the pipeline can progress.

- Develop the design of the training/workforce development pipeline programming for target jobs in hospitals, tech/fintech, and life sciences/bio/pharma. Develop more specific pipeline programs as commitments are made for specific positions. Support a committee of activists now leading this work. Coordinate with employer senior executives, and operations and HR managers.
- With the Jobs Director, drive building a pool of residents actively interested in good jobs and also willing to advocate for them. Stabilize and grow resident outreach and assessments, including joining in offering orientations, and providing industry overviews and information sessions.

- Maintain and build connections with residents, developing a set of programs residents can take part in, including short trainings, industry/employer tours, service learnings, internships, and fellowships.
- With Jobs Director, decide how to use resources dedicated to services and target additional resources
- With Communicator and others, implement a communication plan that both supports the development of this work and Action for Equity.
- With others, develop a list of proposed reports, developing relationships with academic and other policy leaders, to develop a multi-year plan for issuing reports and issuing both reports and putting out information.
- Develop and implement a fundraising plan and program targeted to this work, building relationships with key funders and demonstrating the success of this model. In addition, join Jobs Action Network and Action for Equity leadership fundraising for this work and building relationships with funders.
- Focus on measurable outcomes of additional residents in good jobs and retaining those good jobs and additional residents taking action and hold power.

Additional responsibilities

- Be part of team defining the role Action for Equity can have making structural change, increasing equity
- Help to shape public image and communication strategy
- Engage at Steering Committee meetings and strengthen Steering Committee role and capacity
- Have significant independence in own work
- Work closely with Jobs Director, Communicator, consultants, Steering Committee and Jobs Action Network members

Experience and strengths

- At least 6 years education and workforce development leadership/management experience
- Demonstrated understanding of labor markets including racial divisions
- Knowledge of Greater Boston's BIPOC communities
- Great determination and commitment
- Capacity and competence to carry out work or identify who else can bring capacity and competence to bear
- Ability to put available resources to use, making clear plans to use budgeted resources
- Demonstrated fundraising capacity

Pay, benefits, expense reimbursement, conditions:

\$62,000 to \$68,000 depending on experience. 80% benefits including health, life, vision and dental. Reimbursement for phone use (\$20 per month) and travel. Paid time off: sick days, personal days, holidays, vacation. 37.5 hour work week.

Want to be part of shaping a more equitable future? Send an email with resume to Marvin Martin, Executive Director, marvinaction@hotmail.com