

Action for Equity
Senior Workforce Program Coordinator
Full-time or Contract
February 9, 2022

Who we are looking for. Action for Equity is looking for a leader for its Community Pipeline who can design and implement our own programs, as well as lead a set of funded community partners in this work, under the leadership of Tarshia Green-Williams, Jobs Director.

We are now deep in all parts of the work, from visioning, innovation, design and development, to data management, gathering information on training programs, running information sessions, all the way to individual counseling and encouragement. We need to develop strong approaches to encouraging BIPOC residents as well as working with employers to implement best practices for hiring and retention.

This is a learning for process for all of us and we expect it will be for the new Senior Workforce Program Coordinator as well.

We also understand pandemic pressures and are now working virtually, but hope to be able to work in person.

You 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? Today's labor market has been created by 400 years of exclusion. We know that our residents are capable but often do not have access to the learning, support, relationships and connections they need to achieve what they want. Funded programs for adults often are short term, focused on making limited progress, and not at times that people already working are available. 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 need to find and encourage employers to make changes to how they hire, requirements for hiring, and how learning continues after hiring. We have an opportunity to pilot just such a home-base and pipeline, starting in the Fairmount Corridor in Boston and also across Greater Boston. To make structural change in the labor market at the scale we need, this work will be part of our campaigns for employers hiring/retention commitments and pipeline support: it will be piloting the new structures of inclusion needed today.

We are developing a sector partnership in life science and tech with a focus on the 18 million sq ft of new R&D lab space in development in Boston with its expected 47,000 new jobs, as well as other quality jobs in the emerging green economy and health care.

Primary responsibilities

We know you may not have experience in all of the responsibilities listed below. We will work with you to grow your skills as you need.

- Build on work already under way to deepen the design of the training/workforce development pipeline programming for target jobs in hospitals, tech/fintech, and life sciences/biotech
- Lead pipeline program implementation including hiring, contracting, and building partnerships

- Supervise Workforce Program Associate
- Lead funded Community Partner groups who are providing services
- Develop and publish monthly a catalog of trainings, information sessions, etc
- Provide monthly information sessions for residents
- Work with Jobs Director and others to gather and log resident needs and interests
- Ensure individual career counseling, support and encouragement is available.
- Develop new programs that are needed
- Support a committee of activists and community partners now leading this work.
- Coordinate with employer senior executives, operations and HR managers.
- With the Jobs Director and community partners, build a pool of residents actively interested in good jobs and also willing to advocate for them.
- With Executive Director, Jobs Director, Communicator and others, implement a communication plan
- With others, develop a list of proposed reports, developing relationships with academic and other policy leaders
- Develop and implement a fundraising plan and program targeted to this work
- Focus on measurable outcomes for access and retention

Additional responsibilities

- Be part of team defining the role Action for Equity can have making structural change
- Help to shape public image and communication strategy
- Have significant independence in own work
- Work closely with other Workforce Program staff, Jobs Director, Communicator, consultants, Steering Committee and Jobs Action Network members

Ideal experience and strengths

- Your own experiences in the education and training system, with jobs and hiring, learning and being trained at work (or not learning and being trained) are the most important experiences and sources of your strengths.
- Adult learning, training, education or workforce development 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, track, chart, and keep records
- Fundraising capacity

Pay, benefits, expense reimbursement, conditions:

Annual full-time pay \$55,000 to \$65,000 for Senior Workforce Program Coordinator.

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.

Contracts to be based on role and expected work load.

Want to be part of shaping a more equitable future? Send an email with resume to Marvin Martin, Executive Director, marvin@action4equity.org