



367 Washington St., Dorchester, MA 02124, www.action4equity.org

JOB POSTING

Co-Director, Workforce Development

Part-time now during planning. Full-time starting in 2024.
Open to a contract or part-time employee during planning.

We are looking for a **workforce development expert with experience with Black and BIPOC residents and communities**. The person in this position will work with a co-director with green and technical training expertise.

To apply, please provide a resume and short cover letter sharing your workforce development experience with Black and BIPOC residents and communities and your interest in helping to lead this transformative intervention.

Send to: Tarshia Green-Williams, tarshia@action4equity.org

The **Green Equity Partnership (GEP)**, led by Action for Equity, is an incumbent worker training and advancement project serving new hires and experienced workers needing green upskilling with a focus on inclusion, meeting the needs of multiple employers and their employees, and deep skill acquisition. The GEP is a pilot demonstration project intended to build a foundation for a continuing partnership.

At this time, we are focusing on inclusion of Black and BIPOC residents and employers in the growing building decarbonization economy. Please see the attached project description and program specifications for more details.

While the program scale is small at this time, it is intended to create a foundation for a continuing partnership. We are committed to testing and improving on best practices for Black and other excluded workers.

We are looking for a Co-Director who will play a leading role in the success of the project, including developing the practices that are most effective. The Co-Directors will report to Tarshia Green-Williams, Action for Equity's Jobs Director. Start-up will be carried out by a team including the Co-Directors, Tarshia Green-Williams, and the administrator.

Background on the work leading to the Green Equity Partnership

Since 2012, Action for Equity and our network of community partners have led the way responding to the structural racial exclusion intentionally built into today's labor market. From winning quality and access requirements at Encore/Massachusetts Gaming Commission, to piloting our Community Pipeline that fills labor market gaps in communities of color, to demanding civic policies that create intentional inclusion, we have played a role in Black and other BIPOC residents accessing quality jobs.

We have documented that residents with work experience, transferable skills and credentials are excluded from quality opportunities. We have identified specific positions with transferable skills that need on-ramps to specific quality opportunities.

Now, as growth of quality jobs is on the horizon, Black and other BIPOC leaders need to drive the expansion of these pilots and policies so our communities are not excluded again.

Co-Director Duties

Start-up through initial class delivery:

- Join in meetings with employers on skill needs of companies and their employees
- Worker assessments to develop practice and approach
- Work with team to identify assessment tools
- With team, identify and hire instructors
- Work with administrator on program management system: employer recruitment, worker recruitment, intake, assessment recordkeeping, attendance, performance, employer MOUs, worker MOUs, RCC/MP/instructor contracts, funder reporting
- Initial design of Black best practice elements including collective meetings with workers

Continuing responsibilities include:

- Overall program management
- Network and Black best practice implementation
- Fundraising
- Retention counselor duties until role is hired, and then training and supervision
- Program evaluation: define and collect data that is needed
- With co-director, staff the Advisory Committee
- Supervision and management of contracted instructors to create an integrated program
- Coordination with training institutions so they are part of oversight of their instructors
- Recruitment: employers, workers
- Provide some foundation skill training (math, excel, communication, etc.) as capacity allows
- Join in contract management: from funders, to contractors

Co-Director Competencies

- Trusted point of view of Black experience, access, assessment of transferable skills, equity at work, commitment to listening, respect
- Instructor supervision and management
- Excitement at being in on doing this as well as possible
- Program design, development, and evaluation
- Workforce systems knowledge: assessments, program evaluation, fundraising, apprenticeships
- Program management systems including contractor oversight
- Contract management including financial and program reporting

Pay, benefits, expense reimbursement, conditions:

- Full-time: \$65,000 to \$75,000 depending on experience and benefits. Paid time off: sick days, personal days, holidays, vacation. Average 37.5 hour work week. Evening and weekend work required. Part-time pay and benefits to be negotiated.

Want to be part of shaping a more equitable future? Send an email with resume to Tarshia Green-Williams, tarshia@action4equity.org