



Evolve Workforce & Multifamily Housing Services

JOB OPENING: Workforce Development Manager

www.evolve-management.org

TITLE: Workforce Development Manager

CLASS: Management

EXEMPT STATUS: Full-Time Exempt

SALARY: \$65,000 Year plus full dental/health and retirement package

REPORTS TO: Executive Director

LOCATION: Woodburn, OR and/or Remote

TO APPLY: Submit Resume with 3 references and cover letter to: Maria Elena Guerra
mariaguerra@evolve-management.org

APPLICATIONS DUE: June 12, 2020. Will begin interviews ASAP

ORGANIZATION BACKGROUND

Evolve is a Nonprofit Workforce Development organization providing people-oriented professional affordable housing management services in Oregon. Headquartered in Woodburn, Oregon, our investment in the community is to offer workforce training in soft and technical skill development to prepare a new generation of real estate management professionals to grow as the demand for affordable housing increases. We are a sister organization of [Farmworker Housing Development Corporation](#).

SCOPE OF WORK

Under the direction of the Evolve Leadership Team and in partnership with area partners, the Manager is responsible for development, implementation, operation, and evaluation of education, vocational training, and work readiness activities for current staff, as well as new workforce development trainees.

The Manager will work closely with local community partners and online resources to develop and coordinate:

1. **TEACH PROGRAM: TRAINING EQUITY & ACCOUNTABILITY IN COMMUNITY HOUSING PROGRAM:** Create and establish workforce development cohort curriculum and plan to teach soft skills such as respectful property management, equity, diversity and inclusion, to more technical skills such as technology, compliance, and maintenance.
2. Recruitment strategy targeting experts to teach the curriculum, as well as local trainees from education centers, housing development properties, and the community at large.
3. Partnerships and resources with other programs and teachers that will implement the training program in various aspects
4. Work plans for staff and workforce trainees and management of process and progress
5. Fundraising activities to support program activities, not limited to identifying government, private, or foundational resources to support growth of program
6. Program services, which includes a comprehensive business services strategy, assessment, instruction, job placement, job retention and evaluation.

Principal Accountabilities

1. Plans, develops, implements, and evaluates workforce development programs for individuals seeking employment in property management, maintenance, and asset management industries. This will include developing innovative business services strategies and providing education, vocational training, and work readiness activities.
2. Oversee development of assessment methods, curriculum, competencies for completion, business fee for service packages and program evaluation methods.
3. Represents Evolve and its partner agencies to the community, business and industry and the media.
4. Provides leadership to staff, workforce development agencies, government agencies, and community-based organizations in the development of program services to best serve job seekers and employers of Workforce Network/Alliance programs.
5. Establish goals and strategic plans. Work directly with business, education, other local workforce development programs, and partners to implement short and long-term goals.
6. Schedule and assign regular in-person classes or online to serve the needs of staff, trainees, partners and the community. Develop and manage appropriate evaluation and

reporting processes to determine program success and effectiveness.

7. Develop and implement the marketing of programs and activities. Promote the programs by serving on task forces and committees within the College and the community.

8. Maintain and build relationships with business and industry, governmental agencies, community organizations and workforce development partners to explore both government and foundation funding opportunities and to ensure quality and relevance to programs.

9. Support fundraising and management of the program budget including developing budget proposals, justifying expenses, and monitoring expenditures.

10. Perform other related duties as assigned.

WORK ENVIRONMENT:

Work pressure, disturbances of workflow, and/or irregularities in work schedule are expected and occur on a regular basis. Work is performed in an office setting or remotely

PHYSICAL REQUIREMENTS:

Generally, minimum physical exertion is required. Regular travel, between offices and remote locations, requires the ability to drive and use of a personal vehicle.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Education, Business, Social Science, Communications, Experience. **Previous document experience performing the duties of the job may substitute for the degree requirement. **
- Three years of professional level experience in the field of human resources, employment, education, or training. Previous experience working in Welfare to Work, Dislocated Workers, or other workforce development programs strongly preferred. One year of this experience must include supervision of staff.
- Ability to work with and effectively supervise a culturally, racially, and gender diverse population.
- Ability to coordinate people and work with people to build their skills and confidence
- Project management skills including assigning and meeting deadlines
- Knowledge of workforce and training issues and opportunities. Must have the ability to develop partnerships with business and design programs to meet business needs.

- Must have the ability to design curriculum and services for a culturally diverse student population and monitor performance.
- Excellent oral and written communication skills required.
- Knowledge of technology, computers, digital calendars, digital promotional tools for recruitment and marketing

DESIRED QUALIFICATIONS:

- Bilingual English/Spanish
- Bicultural
- Experience in the property management or multifamily real estate development field

WORKING CONDITIONS

Evolve is located in Woodburn, Oregon. Normal office hours are 8:30 am to 5:00 p.m., Monday to Friday. Employee must be able to sit for long durations of time. Evening and weekend work may be periodically required. A driver's license and access to transportation are required. Travel to statewide locations is necessary and may require overnight stays. Evolve embraces diversity and is an equal opportunity employer.