

TITLE: Workforce Development Specialist

STATUS: Full-Time

SALARY: \$60,000 BOE

REPORTS TO: Workforce Development Manager

LOCATION: Varies

ORGANIZATION BACKGROUND

Evolve is a culturally competent Nonprofit Workforce Development organization providing people-oriented professional affordable housing management services in Oregon. Headquartered in Woodburn, Oregon, our contribution to the community is to offer workforce training in an inclusive environment where we honor and value the uniqueness of our diverse participants, employees, and community. We pursue the principles of equity in relational 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 the young sister organization of the [Farmworker Housing Development Corporation \(FHDC\)](#).

T.E.A.C.H. BACKGROUND

The T.E.A.C.H. program was started in 2021 with the goal that it could bridge the gap between those who live in affordable housing communities and those who work in them. Since then, our program has been successful in completing 5 cohorts graduating dozens of participants, most of them women. The average class cohort is made up of participants who are generally English-Spanish bilingual. Out of our graduated participants, some of them have gone on to work in property management.

We are looking for someone to join our team and help nurture and grow our program even more.

DUTIES AND RESPONSIBILITIES

The workforce development specialist responsibility is to work to facilitate the improvement of other people's performance through curriculum implementation, its adaptation and keeping it up to date to help participants develop entry level skills to a new career path.

- ❖ Assist trainees in soft skills development to pursue vocational career mapping and connect candidates with resources for possible job placement which might include financial performance, market performance, and shareholder return.
- ❖ Foster collaboration, productivity, and employee well-being through a program to train employees OTJ with work readiness skills.
- ❖ Group planning, coordinating events and working with small groups of people to build their skills and confidence.
- ❖ Understanding of adult learning styles and ability to present topics of the curriculum to participants in each cohort.
- ❖ Develop and maintain a database of employers and/or industry representatives and maintain regular communications with them.
- ❖ The Workforce Development Specialist works closely with the manager and workforce development associate to promote and strengthen program curriculums.
- ❖ Perform other related duties as assigned.

MAIN TASKS

1. The workforce development specialist works closely with the manager to identify local community partners and online resources that align with the DEI mission of Evolve and strengthen the T.E.A.C.H. (Training for Equity and Accountability in Community Housing) program series.
2. Fosters a culture in which people feel connected, engaged, and empowered.
3. Works closely with Evolve Operations Manager to identify training for staff to meet the needs of employment technology and compliance.
4. Collaborates in the planning, development, implementation, and evaluation of the workforce development programs for individuals seeking employment in property management or in a different AP organization. This will include developing innovative business service strategies and providing education, vocational coaching, work readiness activities, and job placement (to the best of one's abilities).
5. Contributes to the development of assessment methods, curricula, competencies for completion, program evaluation methods, and data collection to measure program success, and effectiveness. Define business fees for service packages.
6. Represents Evolve and its partner agencies to the community, business and industry, and the media.
7. Facilitates schedules and assigns regular in-person classes or online to serve the needs of staff and trainees.

8. Contributes to building relationships with business and industry, governmental agencies, community organizations, and workforce development partners to explore both government and foundation funding opportunities and to ensure their quality and relevance to programs.
9. Meets with local industry representatives to determine property management workforce needs.
10. Assesses the business organization and provides comprehensive evaluation when necessary and responsive workforce solutions.

WORK ENVIRONMENT:

Expect some work pressure, disturbances in workflow, and/or irregularities in work schedule. The work is performed in an office setting and remotely.

PHYSICAL REQUIREMENTS:

Ability to carry up to 30 pounds. Access to drive and regularly use a personal vehicle for frequent travel between offices and remote locations.

WHO YOU ARE:

- ✓ You have a:
 - Minimum bachelor's degree, preferably (but not necessarily) in Education, Business, Psychology, Journalism, Anthropology, another social science, Communications, **OR**
 - Minimum two years of professional level experience in the field of human resources, employment, education, training, or property management.
- You are self-aware. You understand your own culture, identity, biases, prejudices, power, privilege, and stereotypes.
- You seek out feedback at work. You know that feedback is essential to help you grow professionally.
- You practice values of equity, diversity, and inclusion, and understand inequalities in power dynamics which pervade our society and its institutions.
- You are able to work with a culturally, racially, and gender diverse population.
- You enjoy coordinating group events and connecting with people to build their skills and confidence.
- You understand adult learning styles and are able to be the main presenter of curriculum topics to small groups.

- Project management skills including assigning and meeting deadlines.
- Must have the ability to understand and design curricula and services for a culturally diverse student population and monitor performance.
- Excellent oral and written communication skills required in English and Spanish.
- Comfortable in mentoring other community members one-on-one in addition to in small groups.
- Knowledge of technology, computers, online calendars (Gmail, Outlook), digital promotional tools for recruitment and marketing.

DESIRED QUALIFICATIONS:

- Bilingual
- Experience in the property management or multifamily real estate development field
- Self-motivated

WORKING CONDITIONS

Evolve is in Woodburn, Oregon. Normal office hours are 9:00 am to 5:30 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.

BENEFIT PACKAGE INCLUDES

Medical, Dental, Vision, Vacation Accrual, Sick Leave Accrual, Holidays, Retirement, and Personal Days.

TO APPLY

Please submit the following:

- 1) A cover letter that reflects how your previous experience qualifies you for this position.
- 2) A resume.
- 3) Three references.

Email the documents listed above to magdalenuiz@evolvemanagement.org