

**TITLE:** Workforce Development Associate  
**CLASS:** Education / trainer  
**STATUS:** Full-Time  
**SALARY:** \$23.00 hour  
**REPORTS TO:** Workforce Development Manager  
**LOCATION:** Woodburn, OR and/or Remote

### 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 associate** is responsible for the implementation, and improvement of the curriculum created from the workforce program to initiate community members in the affordable housing field.

Will assist in vocational training and work readiness activities for current staff.

- ✓ Lead the recruitment of participants for each cohort.
- ✓ Updating curriculum information to fit the needs of the model implementation: in-person, Zoom, or a combination of both; video creation.
- ✓ Produce, prepare, and organize educational materials updating and reproducing handouts, agendas, calendars to distribute to participants at least one week before each session.
- ✓ Coordinate guests list for introductions to talk about their work today.
- ✓ Coordinate the practicum hours between the property manager and participants.
- ✓ Assist and support members of this team for successful data collection.
- ✓ Help with fundraising activities to support program functionality from government and private sources to sustain and to support the growth of the T.E.A.C.H. program.
- ✓ Perform other related duties as assigned.

### **MAIN TASKS**

1. The workforce development associate works closely with the manager and the workforce development specialist to promote the DEI mission of Evolve and strengthen the T.E.A.C.H. (Training for Equity and Accountability in Community Housing) program series.
2. Show through work that is committed to fostering a culture in which all people feel connected, engaged, and empowered.
3. Collaborates in the planning, development, implementation, and evaluation of the workforce development programs for individuals seeking employment in property management. This will include developing innovative business service strategies and providing education, and work readiness activities.
4. Contributes to the development of assessment methods, curricula, competencies for completion, program evaluation methods, and data collection to measure program success, and effectiveness.
5. Represents Evolve and its partner agencies to the community, business and industry, and the media.
6. Facilitates schedules and assigns regular in-person or online classes to serve the needs of trainees.
7. Adapts easily from continuous activities to change and innovation.

**WORK ENVIRONMENT:**

You would be one member of a small team of three guiding the Workforce program! The size of our team compared to the scope of our mission will require your ability to be flexible with your schedule. A member of our team would ideally be someone who enjoys working in a dynamic environment that is committed to continuous improvement, even if that means that things change often. In our team it is important to always meet deadlines, as we all understand that others are counting on us.

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:
  - High School diploma; preferably some college in Technology, 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 present topics of the curriculum 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 assisting and 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 a personal vehicle 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, Retirement, Sick Leave Accrual, Holidays, 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 **[magdalenarui@evolvemanagement.org](mailto:magdalenarui@evolvemanagement.org)**