

UNITED WAY OF THE GREATER CAPITAL REGION

POSITION DESCRIPTION

Job Title: Workforce Development Specialist

Location: Albany, New York (hybrid)

Employment Type: Full-Time, Exempt

Salary Range: \$45,000 - \$55,000

Application Deadline: October 19, 2023

Organization: United Way of the Greater Capital Region

About the Organization: United Way of the Greater Capital Region is a leading non-profit organization dedicated to improving the lives of individuals and families in the Capital Region of New York. Our mission is to address critical community needs by connecting individuals, families, and communities with the resources and support they need to thrive. We are committed to making education and workforce development opportunities accessible to all, and we are seeking a passionate and dedicated Workforce Development Specialist to help us achieve this goal.

Job Description: Beginning in Fall 2023, the Workforce Development Specialist will take on a crucial role in recruiting and partnering with Capital Region BOCES to enroll 45 students in the Electrical Trades, Construction Trades, and Welding & Fabrication programs. This recruitment effort will focus on residents of the South End of Albany and other disadvantaged communities, in line with the criteria set forth by NYSERDA PON 4595 NYS Offshore Wind Training Institute - Workforce Training and Skills Development.

Key Responsibilities:

1. Recruitment and Outreach:
 - Identify and engage individuals from disadvantaged communities and priority populations, including single parents, veterans, previously incarcerated individuals, and English language learners.
 - Develop and execute recruitment strategies, including outreach events, advertising, and community partnerships.
 - Maintain an active presence in the South End of Albany and other targeted areas to build relationships with potential candidates.
2. Eligibility Assessment:
 - Determine candidate eligibility based on residency within disadvantaged communities and priority population criteria as defined in NYSERDA PON 4595.
 - Ensure accurate documentation of eligibility and assist candidates in completing necessary paperwork.
3. Collaboration with BOCES:
 - Establish and maintain a strong working relationship with BOCES to facilitate the enrollment process.
 - Coordinate with BOCES staff to streamline registration and onboarding procedures.
 - Ensure timely transfer of all required materials to BOCES for student enrollment.
4. Candidate Support:
 - Provide guidance and assistance to candidates throughout the enrollment process.
 - Conduct follow-up with students as needed to address any enrollment challenges.
 - Offer support and information to help students succeed in their chosen programs.
5. Data Management:

- Maintain accurate records of recruitment efforts and enrollment progress.
- Generate reports on recruitment activities and enrollment statistics.

Qualifications:

- Bachelor's degree in a related field or equivalent experience.
- Prior experience in recruitment or enrollment coordination, preferably in an educational or workforce development setting.
- Knowledge of New York State's eligibility criteria for disadvantaged communities and priority populations.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in data management and record-keeping.

Benefits: Medical/Dental/Vision Insurance, 403(b) plan, PTO, Summer Fridays, Tuition Assistance

United Way of the Greater Capital Region Values & Work Environment:

This position is based at The Blake Annex, a vibrant community hub of like-minded mission-based organizations.

As an organization, we are guided by the following values:

- Be radically candid and transparent
- Think boldly and creatively to problem-solve differently
- Lead with trust, gratitude, and humility
- Commit to excellence
- Take care of each other
- Celebrate innovation
- Consistently collaborate, learn, and grow

United Way of the Greater Capital Region's Commitment to Diversity, Equity, & Inclusion

We are committed to embracing and advancing diversity, equity, and inclusive excellence. As an organization and community partner, UWGCR seeks to work collaboratively with members of ethnically/racially minoritized, international, LGBTQIA+, and disability communities as well as diverse gender identities, socioeconomic backgrounds, religions, and political beliefs, to create equitable and inclusive spaces and opportunities through intentional and impactful practices. We achieve this goal by addressing and combating systemic, institutional, and historical barriers. Collectively, we acknowledge that diversity, equity, and inclusion can only be achieved when we recognize, create space, and listen attentively to individuals from historically excluded groups as equal partners. Additionally, we strive to develop and implement policies and systems grounded in antiracism. To this end, we commit to intentionally creating pathways for individuals of historically minoritized groups to be included in leadership, planning, and decision-making roles, including business opportunities with UWGCR and partnering institutions. We maintain that building, strengthening, and sustaining diversity, equity, and inclusion in our community and society requires an ongoing commitment that is fully expressed and supported in organizational culture, values, norms, policies, practices, and behaviors.

How to Apply: Interested candidates are invited to submit their resumes and cover letters to hr@unitedwaygcr.org by October 19, 2023. Please include "Workforce Development Specialist" in the subject line.