



*The Society of St. Vincent de Paul*

*of Contra Costa County*

## **WORKFORCE DEVELOPMENT PROGRAM COORDINATOR JOB DESCRIPTION**

**Position:** Coordinator, Workforce Development Program

**Supervisor:** Claudia Ramirez, SVdP Executive Director, [c.ramirez@svdp-cc.org](mailto:c.ramirez@svdp-cc.org)

**Description:** St. Vincent de Paul of Contra Costa County seeks a Part-time Coordinator to assist in the planning and execution for our Workforce Development Program. The Workforce Development Program, (WFD), provides job-training and part-time employment for those re-entering the workforce or those with barriers to employment. The WFD Program seeks to provide 10 or more participants this training and work experience every 6 months. Upon completion of the WFD Program, the goal is for participants to utilize the job search, interviewing and work experience skills that they gained at SVdP to secure a job elsewhere. SVdP seeks to continue this position within the organization, based upon successful impact of the pilot WFD Coordinator and contingent on funding. As this is a new position, the Coordinator will have the opportunity to creatively contribute to program direction and growth. The Coordinator will focus on three major areas:

1. Recruit participants for each program cycle and perform outreach to community and collaborating organizations.
2. Recruit and engage volunteers and SVdP Conferences in all aspects of program, (participant recruitment, program delivery, as mentors, for employer referrals, etc.)
3. Assist in establishment of Business Advisory Council for SVdP WFD Program; recruit and maintain employers and business professionals, especially in the retail and transportation industries, providing a network of employers for SVdP WFD graduates.

### **Responsibilities:**

#### **RECRUITMENT FOR PARTICIPANTS/OUTREACH TO COMMUNITY:**

- Assume the lead role in program participant recruiting efforts
  - by preparing/distributing program notification fliers of application sessions
  - by communicating with sources for participant referral to alert them to the upcoming application sessions
- Promote the program at specific workforce development events within the local community
- Prepare/deliver program familiarization presentations to applicable private, public, and faith based individuals, organizations, and agencies within the local community
- Coordinate with St. Vincent de Paul staff/volunteers to engage local media and other communication outlets as appropriate

#### **COORDINATION:**

- Develop and maintain collaborating relationships with organizations including SparkPoint, One-Stop Centers, Rubicon, Opportunity Junction, Pittsburg Adult Education, etc., and include supplemental resources within WFD curriculum.
- Develop and conduct alumni support events

#### **VOLUNTEER RECRUITMENT/ENGAGEMENT:**

- Engage volunteers and SVdP Conferences in WFD Program as committee members, mentors, employers, etc.
- Prepare job descriptions for volunteer positions



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**EMPLOYER ENGAGEMENT:**

- Develop job descriptions for and put together a Business Advisory Board. The advisory board will be a group of business & industry volunteers selected to provide advice and external perspective to the WFD program in areas including marketing, recruiting, training, job preparation, employment opportunities, and financing
- Recruit and develop employer relationships as mentors and for employment for WFD participants
- Coordinate workplace tours
- Incorporate employer feedback into program delivery

**Qualifications:**

- Experience in networking, cold calling, promoting and sales
- Experience with training and/or workforce development
- Knowledge of or experience with non-profits desired and experience working with volunteers
- Comfortable with consensus-based decision making
- Strong local connections or network
- Excellent time management, scheduling, and planning skills
- Excellent written and oral communication skills
- Enthusiasm for St. Vincent de Paul's mission to help the needy in our community and experience working with, (or coming from), low-income population
- Ability to work independently while following directives and budget restrictions
- Driver's license

Employer St. Vincent de Paul of Contra Costa County is proud to be an Equal Employment Opportunity/Affirmative Action/Veteran Friendly employer.

**Time Commitment: TBD, (.50% FTE)**

***About St. Vincent de Paul of Contra Costa County***

The Society of St. Vincent de Paul leads women and men to join together to grow spiritually by offering person-to-person service to those who are needy and suffering in the tradition of its founder, Blessed Frédéric Ozanam, and patron, St. Vincent de Paul.

Members are drawn from every ethnic and cultural background, age group, and economic level. They are united in an international society of charity by their spirit of poverty, humility and sharing, which is nourished by prayer and reflection, mutually supportive gatherings and adherence to a basic Rule.

Organized locally, we embracing all works of charity and justice. The Society collaborates with other people of good will in relieving need and addressing its causes, making no distinction in those served.  
[www.svdpc-cc.org](http://www.svdpc-cc.org)

SVdP is a mission-driven organization, dedicated to working with vulnerable individuals with compassion and dignity. SVdP's workplace environment is enormously rewarding and fulfilling, for employees & volunteers.

***To submit a resume, please send it to Claudia Ramirez, [c.ramirez@svdp-cc.org](mailto:c.ramirez@svdp-cc.org)***