

Workforce Development Associate JOB DESCRIPTION

Reporting to the Chief Operating Officer (COO), the Workforce Development Associate (WDA) will be responsible for the success of READ USA's Workforce Development Program, a facet of the READ USA Literacy Tutoring Program ensuring seamless program delivery, quality control, deliverables, standardization, and replication of the workforce development program. The WDA will oversee the workforce development program year-round, during the regular school year and in the summer. The WDA will interface directly with READ USA COO and CPO.

Responsibilities

Program Operational Management and Leadership:

- Assist in connecting teens with employment training opportunities, working with organizations like community colleges, local workforce developments centers, businesses, and other hiring agencies.
- Make ready reports for Program Specialists to actively engage and energize READ USA tutors in workforce development initiatives to increase professional learning and build program capacity.
- Create systems for and maintain accurate records of workforce development participation, progress, and completion.
- Maintain existing relationships with funders, higher learning organizations, businesses, and stakeholders to support workforce development program year-round.
- Successfully use tools and systems to monitor, track, and report career paths of teen alumni.
- Oversee and support teen tutors to successfully complete onboarding process in conjunction with AmeriCorps Program Associate and Tutoring Program Supervisor.

With support of COO and CPO:

- Work with and support COO to create sustainable and scalable processes and procedures to track, maintain, coordinate, schedule, and report on workforce development outcomes and metrics for each session of tutoring year-round aligned with grants and other compliance requirements.
- Work closely with the Program Specialists and CPO to build, provide guidance, monitor, and maintain compliance records for workforce development requirements.
- Work with COO, CPO, and CEO to secure additional opportunities for workforce development programming, training, and funding.
- Support this and other READ USA programs as directed by the COO, CPO, and/or CEO.

Qualifications

This is an extraordinary opportunity for an individual with management and workforce development experience and a commitment to the READ USA mission. The successful

candidate will support the Workforce Development Program, work with the COO, CPO, and/or CEO, and maintain a positive relationship with READ USA staff, program specialists, teachers, and tutors, as well as stakeholders and community collaborators.

Specific requirements include:

- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Strength in communicating with, training and empowering tutors to successfully complete and utilize workforce development training and components.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, positivity, and a commitment to and passion for READ USA mission.
- Personal and reliable transportation to travel to and from the main office and to, from, and between the school sites at which the program is implemented
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant digital recordkeeping tools

Preferred:

- BA/BS
- 2 years of experience in related program activities and/or nonprofit work
- Demonstrated success in managing personnel (e.g., teens, paras, volunteers)

This position is in-person at the READ USA, Inc. offices and at various sites where programming or other related business occurs.