



## Assistant Director of Workforce Development

Job Description

### About PowerCorpsPHL

Launched in September 2013, PowerCorpsPHL is a City of Philadelphia AmeriCorps initiative. Operated in partnership with EducationWorks and the Philadelphia Youth Network, PowerCorpsPHL engages Opportunity Youth in transforming their lives through service. PowerCorpsPHL enrolls members in full-time AmeriCorps service for 6 months with City departments to tackle pressing environmental challenges, including the need for improved storm water management, increased tree coverage, and revitalized public land. Through a rigorous combination of service and training, corps members develop and practice essential 21st Century workforce skills, including time management, conflict resolution, accountability, teamwork, leadership, and network building. As PowerCorpsPHL alumni, individuals receive the customized support they need to secure career-track employment, pursue post-secondary education, and/or enroll in additional national service.

Successful staff and leaders within PowerCorpsPHL embrace their affiliation with AmeriCorps and share a number of common characteristics: commitment to the mission and goals of the program, dedication to their role in achieving those goals, and willingness to work across teams to create and maintain a strong program culture capable of creating opportunity and overcoming challenges.

### Position Overview

The Assistant Director (AD) of Workforce Development is responsible for the development, execution, and oversight of the system that prepares corps members and supports alumni to succeed in their next steps after PowerCorpsPHL. Reporting directly to the PowerCorpsPHL Executive Director. The AD of Workforce Development will lead a team of 2 staff focused on providing the content and experiences needed to reduce barriers to employment and sharpen members' employability skills. Specifically, the AD of Workforce Development will focus his/her energy on developing systems to support professional development of all members at various levels of the program. This role will also involve career pathway creation and work to enhance to employment partnerships and internship/fellowship sites. The AD of Workforce Development will also support staff with professional development needs to ensure we are best equipped to meet those of our members. The AD of Workforce Development will work closely with the all other ADs and Managers to ensure all aspects of the PowerCorpsPHL program model are carried out collaboratively and with consistency and fidelity.

### Essential Functions

The AD of Workforce Development will:

- Direct and oversee the design of all programmatic components for corps members and alumni, including:
  - Career preparation and counseling for corps members and alumni

- 6- and 12-month training curricula for corps members through alumni bridging opportunities
- Fellowship Initiative
- Participation in the collaborative team that will measure and evaluate that 21<sup>st</sup> Century Learning Skills are incorporated into the training curriculums of each team.
- Take a lead role in the creation of a robust and comprehensive career exploration and career pathways component to the model.
- Provide supervision and leadership to the Workforce Development Team
- Lead all staff in best practices in program design, collaboration, and workforce development
  - Specifically, as it relates to staff who work directly with members and are delivering content (i.e. Crew Leaders and other consultants or facilitators)
  - Manage relationships with external training partners
- Design and direct the strategy for workforce partnerships, including, but not limited to: Private & Public-sector employer engagement, Digital Badging, Fellowships, and Alumni engagement
- Collaborate with the PowerCorpsPHL Leadership Team to inform and implement the following critical components of the PowerCorpsPHL model:
  - Pre-Service Orientation
  - AmeriCorps member training curriculum
  - Alumni preparation and transition
- Collaborate with the AD of Data & Evaluation to collect data, track outcomes, and streamline systems of information sharing, including coordination of:
  - AmeriCorps member data
  - Alumni data
  - Service-related data
  - Training-related data
- Collaborate with the Projects Managers to ensure that the project teams' curriculum is aligned with the 21<sup>st</sup> Century goals and objectives and that projects are aligned with employer needs
- Collaborate with Lead Crew Leader to ensure professional development needs of Crew Leaders, ACL's and LCM's are being met
- Contribute to PowerCorpsPHL and EducationWorks program reporting as requested
- Contribute to the promotional efforts of the program through social media and technology-based efforts and agency events
- Other administrative duties as assigned

### **Education, Experience & Skills Required**

- Master's degree (preferred) with a minimum of five years' experience working with Opportunity Youth and/or similar high risk population
- Ability to establish and foster relationships with cross sector partners and to work as a part of a collaborative team
- Minimum two years' experience in program design and development
- Minimum two years' experience in vocational education, career counseling, professional skills coaching, or workforce development

- Minimum three to five years' experience in staff supervision and managing a team
- Ability to manage multiple partnerships
- Excellent written and verbal communication skills to diverse audiences
- Experience with database management and recording and tracking of data
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion
- Familiarity with Philadelphia social service resources and providers, preferred
- Familiarity with post-secondary education resources and providers, preferred
- Strong oral and written presentation skills
- Demonstrated commitment to diversity and cross-cultural issues
- Proficiency in Microsoft Office
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, National Sex Offender Public Registry, and F.B.I. fingerprinting)

## **Core Competencies**

### **Caring Relationships**

- Motivate and lead program staff to work collaboratively perform with excellence
- Establish and foster, with diverse partners, positive relationships and open, informative and effective communication
- Demonstrate high level of enthusiasm for and ability to convey the PowerCorpsPHL mission to internal and external stakeholders in a clear and compelling manner
- Exercise sound judgment

### **Professionalism and Professional Development**

- Collaborative work style and excellent team work skills
- Self-direct and assume full ownership over responsibilities
- Set clear direction and accountability for staff while offering opportunities to share resources, obtain professional development and advancement to reach goals and objectives
- Provide clear communication and high level of organization to all staff; including sound written and oral communication skills
- Present strong problem solving processes
- Commit to professional development to advance skill growth of serving urban youth

### **Cultural Competence and Inclusion**

- Promote inclusive behaviors and practices and equity among staff; setting high standard for open dialogue and problem solving

### **Adolescent Development and Empowerment**

- Commit to the advancement of urban youth; including staff development

### **Program Management**

- Evaluate program effectiveness and build capacity to develop systems and align resources to optimize success
- Develop relationships and plans to advance the goals of the PowerCorpsPHL program

### **Physical Requirements**

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver’s license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Must be able to sit for up to four (4) hours looking at a computer monitor, using a keyboard and mouse and typing
- Must be able to lift up to 20 lbs

### **Application Instructions**

Please submit a resume and cover letter to [PowerCorpsPHL@educationworks.org](mailto:PowerCorpsPHL@educationworks.org) with the subject line as “Position Title\_Last Name” (ex. AD Workforce Development\_Smith).