

- Develop and update content to reflect updated company policies and procedures and basic safety measures
- Ensure work readiness employees find the sessions helpful for work readiness beyond [REDACTED]
- Act as backup for 1:1 meetings with trainees/leads
 - Support disciplinary actions and escalation process guidance to leads and supervisors
 - Provide life coaching / personal development to work readiness employees
 - Complete competency framework and performance reviews with leads and supervisors
- Ensures trainee rewards are distributed at specified points

Research and Continuous Improvement - 30%

- Research and identify certifications that would add benefit to our trainees
- Research and reach out to other workforce social enterprises to learn from existing models and best practices
- Analyze trends in retention, certifications, and placements to make recommendations

Other duties as assigned - 10%

OUTCOMES OF THIS POSITION:

- A work environment that promotes personal growth and well-being for all trainees.
- Improved trainee attendance, retention, and graduation rates.

PREFERRED EXPERIENCE:

- Lived experience and expertise of the challenges of re-entering our community after incarceration and/or a recovery program
- Lived experience in overcoming barriers to employment

RECOMMENDED QUALIFICATIONS AND EXPERIENCE:

- Experience working and welcoming colleagues with diverse backgrounds
- Commitment to advance diversity, equity, inclusion, and anti-racism at [REDACTED]
- Excellent communication, interpersonal, organizational, and leadership skills
- Demonstrated understanding of building relationships with employees
- Experience working with Google/cloud-based software systems
- Support of and ability to reflect the Daily Expectations of [REDACTED]: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:

Pay Range: \$19-21/hour

Benefits: Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match

Classification: Non-exempt, according to FLSA guidelines.

Physical Requirements: The office environment includes regular standing, walking, and sitting at a desk, use of PC, occasional lifting of approximately 20 pounds.

Work Schedule: This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.

Other: This position may include occasional travel within the [REDACTED] metro area.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

[REDACTED] is an equal opportunity employer.
Updated on 05/12/2021