



Title: Workforce Development Program Coordinator

Reports to: Program Director

Status: Part-time, non-exempt, 20 hours/week

Location: Tucson, AZ

About Earn to Learn

Earn to Learn (ETL) supports low-income students to complete university through matched-savings scholarships, financial education, and success coaching. ETL is a collaborative effort between Arizona State University, Northern Arizona University, and The University of Arizona. It is designed to provide students with the opportunities, incentives, education and support critical to becoming a college graduate-debt free and ready to enter the workforce. We work in a fast-paced and evolving market-place that requires flexibility and adaptability. All positions with ETL require self-starters and empowered individuals that do not require daily, direct supervision. Team members must be comfortable taking ownership of their position and taking initiative to seek out support and clarification when needed.

Summary of Position

Earn to Learn empowers students to obtain a college education and is expanding its focus to build a sustainable, successful, highly reputable, and scalable workforce development program. In addition to well established student supports in the areas of financial capability workshops and success coaching, a new workforce readiness program will enable students to gain and excel in valuable workplace experiences such as internships, industry mentorships, job shadowing, and volunteering.

The Workforce Development Program Coordinator leads workforce development planning and implementation consistent with Earn to Learn's mission of empowering low-to moderate-income students to successfully complete college and be workforce ready. This includes primary implementation and administrative responsibility for Earn to Learn's statewide efforts in workforce development. Being flexible and initiating ongoing updates/communications in a dynamic, rapidly changing environment is essential to this role. Initial tasks include setting students up for success with workforce readiness training, identifying and placing student savers in workplace experiences, coordinating student and business communications, and development and implementation of goals and strategies for increasing work placement for all Earn to Learn savers upon graduation. The Workforce Development Program Coordinator is required to work collaboratively with both the Program and Development teams to ensure alignment of goals, student and business communications, and reporting.

Essential Functions

- Develop effective working relationships with employers and maintain regular contact to monitor and continually improve partnership satisfaction
- Work with ETL team and with a wide variety of community and governmental agencies, educational institutions, employers, businesses and other groups to identify comprehensive workforce readiness needs and strategies
- Collaborate with Program Team, and partners on the design, development and implementation of workforce training program
- Design, develop and implement Earn to Learn pilot "signature programs" with key industry business partners that aim to place student savers in workplace experiences
- Contribute to student saver job readiness curricula/program
- Assist student savers with resume review, facilitate mock interviews, and provide quality referrals to employers for employment and maintain an updated internal student candidate pool
- Organize, plan and execute workforce development events as necessary for various assigned projects
- Develop messaging and materials to recruit potential ETL student savers
- Assist in developing program marketing materials including brochures and other methods to advertise program services to businesses and student savers
- Create, maintain, and/or supervise an effective record management system to support programs and client relations



- Collect and analyze necessary data and client/partner input to evaluate workforce development program performance, suggest program improvements, and lead program re-design to increase program effectiveness
- Coordinate with and update Executive and Program Directors; provide program updates to ETL team
- Regularly attend relevant meetings, such as All Staff, Program Team and Workforce Development

Secondary Responsibilities

- Assist the Development Team and organizational partners to identify and develop new working relationships with employers, educators, and the general public
- Contribute to marketing and development efforts with workforce development updates and stories
- Contribute to grant writing
- Create documentation for sharing program practices with Earn to Learn Team

Qualifications

Required:

- Bachelor's degree in a related field (education, public administration, business, human resources, or related field)
- Previous experience, training or knowledge about workforce development, project management and program development
- Two years direct service experience with low and moderate-income populations
- Experience with relationship and/or partnership building
- One year of administrative/data tracking experience

Desired:

- Knowledge of and familiarity with Access based databases or other queryable database systems
- Bilingual (Spanish and English) speaking, grammar, composition

Other relevant experience will be considered as substitutes for above qualifications, but at the complete discretion of management.

Knowledge & Skills

- Comprehensive knowledge of social, economic, and community issues impacting area businesses and employment opportunities
- Significant knowledge of the skills, techniques, and procedures involved in operating a workforce development system
- Ability to plan and evaluate workforce development programs and services
- Comfortable "cold calling" schools, counselors, organizations, potential partners to attempt to set up information sessions
- Sensitivity to the issues of multicultural and multigenerational individuals and their families
- Must have extremely strong communication skills (non-verbal, verbal, written & listening)
- Comfortable conducting effective presentations to both large and small groups with minimal training
- Ability to serve as an ambassador of ETL when interacting within the community to promote our services
- Highly proficient with Microsoft Excel (formatting, use of basic formulas including "if" functions, data sorting, etc.).
- Must be a strong team-player. A team approach is core to ETL
- Must be able to work and produce results with limited day to day supervision
- Fast learner with the ability to troubleshoot minor problems
- Exemplary time and task management skills
- Highly disciplined and organized
- Attend staff workshops, webinars, and other community provided trainings as ETL sees fit.



Other Required Proficiencies and Expectations

- **Availability:** The ETL program primarily serves low-income students and their working family members. It is essential that team members are sensitive to the schedules of our participants and are flexible in allocating their time. Weekly schedules may vary greatly and are dependent on program cycles. Evening and Weekend work will be required occasionally. Travel within Pima County will be required. Travel within the state including to statewide team meetings, trainings, etc. will be required rarely.
- **Technology:** Be comfortable in a “virtual office” environment as the geographic dispersion of staff across Arizona requires virtual communications and adherence to systems that support this type of workplace. Familiarity with and a desire to increase competency with software and online platforms that are utilized by the organization is required.
- **Team Contribution/Leadership:** ETL hires team members who will add to the organization and play an integral role in providing feedback and suggestions for streamlining the programs overall process. Management of the teams is via a team lead member approach, not a typical hierarchy of manager/subordinate.