

Project Coordinator – Working Cities Worcester (WCW) Initiative Director, Full Time, 37.5 Hours

Worcester Community Action Council, Inc. is seeking a qualified professional for a full time (37.5 hours) open position to implement the Working Cities Challenge project, including day-to day management, maintaining communications with the executive team, core and implementation partners, fiscal management, project reporting, community outreach and relations.

The Working Cities Challenge, sponsored and funded by the Federal Reserve Bank of Boston and Living Cities, seeks to promote collaborative leadership across sectors, engaging community members, using evidence to track progress toward a shared goal, and working to improve the lives of low-income residents by changing systems. Working Cities Worcester (WCW), with WCAC serving as the lead organization, is led by multi-sectorial collaboration composed of Clark University, Sodexo, Chartwells, the Central Massachusetts Workforce Investment Board, the Regional Environmental Council, the Latino Education Institute at Worcester State University, and the City of Worcester. In addition to the leadership team, implementation partners include Centro Las Americas, Worcester Public Schools, Quinsigamond Community College, YWCA, and over time, other organizations and businesses will join the initiative.

The initiative will: (1) provide workforce training and career paths for disadvantaged workers in cooperation with local employers; (2) increase career opportunities and operational support for ethnic food vendors and retailers in disadvantaged neighborhoods; and (3) create a learning community to ensure workforce development is a strategic priority in the local food service economy, as well as a key item on the economic policy agenda for the City of Worcester. The project will be housed under WCAC's umbrella within the Job and Education Center department and will be implemented over three years.

Qualifications:

- Bachelor's degree, or 3 – 5 years relevant experience, in human services, social sciences, management/administration or related field is required. Master's degree preferred. The ideal candidate will have experience in a similar position, preferably with a focus on workforce development. A combination of relevant work experience and education considered.
- General knowledge of the functioning of the food-driven economy.
- Commitment and experience working with disadvantaged neighborhoods and communities.
- Ability to form strong relationships with a variety of stakeholders, including employers, community residents, workers, community-based organizations, small businesses, and policy makers.
- Ability to work effectively and cooperatively with staff and clients from diverse cultural, educational, and socio-economic backgrounds required. Commitment to the values of equity, inclusion, multiculturalism, and participatory governance.
- Ability to work independently and creatively.
- Proven problem-solving skills and team work abilities.
- Experience working in small and mid-size cities, preferably gateway cities.
- Initiative coordination experience, including budget and project planning, is required.
- Excellent verbal and written communication skills required; preferably with proficiency in Spanish and/or Vietnamese.
- Proficiency in Microsoft Word and Excel, experience in database management.

Other Requirements: Ability to successfully complete a CORI/SORI review.

Duties and Responsibilities:

- Assist with establishing the managerial infrastructure and other essential operations for the implementation of the initiative. This will include, but is not limited to, coordinating and overseeing the various training programs, scheduling executive team and stakeholder meetings and coordinating events to promote the initiative.

- Works closely with the Working Cities Worcester executive team and implementation partners to meet initiative milestones.
- Works closely with WCAC's Job and Education Center (JEC) Director and other JEC staff to integrate and align the WCW initiative with WCAC's strategic plan and other working plans.
- Periodically monitors initiative performance indicators, and other initiative indicators, and suggests to executive team corrections in courses of action.
- Oversees initiative activities and goals, including the creation and maintenance of the initiative's website and other dissemination activity.
- Responsible for meeting initiative reporting requirements to funders.
- Working with JEC staff and WCAC's fiscal department, manage the budget of the initiative.
- Responsible for day-to-day management of the initiative.
- Responsible for coordinating planning activities between the various committees governing the initiative.
- Maintains relations and serves as liaison with community stakeholders.
- Participates in fundraising activities and preparation of funding proposals.
- As required, participates in applied research, evaluation, and other activities related to the sustainability of the initiative.
- Attend general Working Cities Challenge activities organized by funders and other professional development trainings.
- Collaborate with the Working Cities Worcester Case Manager to ensure appropriate support for participants, goal-setting, and outcomes.

This is a full time, exempt position with an excellent benefit package to include Medical & Dental, 100% paid life insurance, 403(b) retirement plan, mileage reimbursement, professional development and generous paid time off.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. Or via email, hr@wcac.net. AA/EOE.
Resumes must be received by August 26, 2016.