

**WORKFORCE DEVELOPMENT GENERALIST - Pittsburgh A. Philip Randolph Institute Education Fund, Pittsburgh, PA, United States**

## Organization

The Pittsburgh Chapter A. Philip Randolph Institute is a non-profit organization in Pittsburgh, Pennsylvania with a mission that is committed to the social progress of minorities, the poor and working people. APRI is dedicated to developing programs that provide democracy, education and opportunity to those who are traditionally disenfranchised or discouraged from participation while collaboratively leveraging regional strengths through innovation, education, workforce development, and cultivation of sustainable business opportunities.

## General Job **Description: Workforce Development Generalist**

### **About this opportunity:**

The Pittsburgh A. Philip Randolph Institute Workforce Development Generalist Specialist provides a variety of individual services such as *job development, training, testing and counseling services*, utilizing a case management model to enable individuals who are economically disadvantaged, dislocated, or have multiple employment barriers to find new career paths.

Salary: Commensurate with experience, the base salary range is \$32,000 to \$36,000 plus flexible benefits.

## **Primary Responsibilities**

The Pittsburgh A. Philip Randolph Institute Workforce Development Specialist will provide his or her services in three primary areas: Training, Case Management and building relationships with employers for placement. In addition the ability to navigate a broad network of stakeholders which include labor unions, non-profit organizations, private firms, public agencies, educational institutions and community partners is essential. The successful candidate will advance current programs and explore new collaborative opportunities with the support of the Executive Director and Pittsburgh A. Philip Randolph Institute Board of Directors. The individual must be familiar with workforce development and the issues and opportunities related to the organization's program areas of interest: training for entrance into apprentice programs in the Building Trades, manufacturing, building services, alternative energy, green infrastructure, adaptive reuse and social responsibility. Duties include, but are not limited to the following:

- Determines students' eligibility for a variety of workforce development programs. Refers potential students to appropriate programs, agencies and/or resources. May refer ineligible individuals to other community agencies or resources.
- Provides comprehensive evaluation of employment and training needs. Assesses students' skills by interviewing, testing and other methods.
- Works with students to develop individual training plans, engage employer placement contacts, and counseling. Assists clients with job placement, including job-search classes, labor market analysis and employment contacts.
- Assesses student's need, authorizes, and facilitates supportive services to assist in removing barriers that may prevent successful completion of the program.

- Monitors and records participant data into multiple management information systems.
- Provides counseling for students with employment or educational barriers. May assess students with physical or mental disabilities and make appropriate referrals to related services.
- May facilitate group processes including testing, workshops, orientations and job clubs.
- Maintains case files as directed to meet customer follow-up and program evaluation needs.
- Ensures nondiscrimination and equity in the delivery of services.
- Interacts and coordinates services with other state and local agencies and programs.

## **PRIMARY QUALIFICATIONS & SKILLS**

The Pittsburgh A. Philip Randolph Operations Director requires a passion for, and a commitment to, sustainable workforce development principles, as well as more specific knowledge of development strategies and opportunities. This position requires a self-motivated and highly organized individual with strong leadership, communications and interpersonal skills. The ideal candidate will have:

### **Relevant Career Experience**

- Minimum of a BA preferred.
- Minimum of 2 to 5 years of relevant experience
- High energy, strong work ethic, and entrepreneurial skills; a self-starter and problem solver.
- Solid understandings of training, case management, workforce development, program/project planning, non-profits.
- Knowledge of workforce development programs, services, techniques, and performance.
- Excellent customer service skills.
- Experience with customer assessment, program eligibility, and providing support and training services.
- Ability to understand, interpret and follow federal, state and local policies and regulations.
- Strong verbal and written communication skills
- Must be organized and possess multitasking skills.
- Ability to work with job seekers and business customers.
- Ability to work with diverse populations.
- Able to maintain high levels of confidentiality, credibility and professionalism.
- Proven experience with Microsoft Office Products.

### **Creative Technical Expertise**

- Strong computer skills and proficiency in Microsoft Office programs (Outlook, PowerPoint, Word, and Excel).
- Superb communication skills, including public speaking and writing with exceptional attention to details
- Creative approach to sharing information with a wide range of audiences.
- Experience with database management is a plus

## **ADDITIONAL REQUIREMENTS**

- A valid driver's license and willingness to use own vehicle on company business (mileage is reimbursed).
- Flexibility in the work schedule to attend meetings and events outside of the office; occasionally during evenings and weekends if necessary.
- Ability to lift and carry up to 25 lbs. of boxes or equipment and perform physical activities as required.