



JOB DESCRIPTION

Job Title:	Employment and Training Coordinator
Department:	Programs
Report to (Job Title):	Economic Advancement Programs Manager
Location:	Sonoma, CA
Date Approved:	May 2022

<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
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SUMMARY DESCRIPTION

The Employment & Training Coordinator will work with the Economic Advancement Team to deliver high-impact vocational education for low-income adults, create workforce development opportunities for individuals to learn vocational skills, work alongside our families by providing them the tools they need to be self-sufficient and strengthen their sense of self-worth and to work towards the collective goal of creating opportunities and pathways for our clients to improve their financial wellbeing.

This role will oversee the following programs: English as a second language, computer literacy, employment services and workforce developments classes and/or workshops. The Employment & Training Coordinator will also work with local partners to make employment connections for students upon the completion of the workforce development training as well as clients needing assistance in finding employment. The Employment & Training Coordinator will report to the Program Manager and will work across La Luz Center programs to build relationships with clients by supporting them through the development and attainment of their long-term goals. The duties of this position include working with employers in the community to find clients' employment opportunities and following up with past students seeking employment opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the operation of job placement, organization of the job placement services for clients finishing learning opportunities
- Initiates and maintains contact with prospective employers and agencies.
- Works with local partners to schedule computer literacy and job training workshops.
- Guides clients in their preparation to seek employment or educational opportunities.
- Serves as liaison between the La Luz students and employers.
- Maintains records of clients and related data.
- Follows up with employed students and those involved in training programs.

- Build and maintain strong relationships with partners.
- Make program recommendations based on information provided by clients and industry professionals.
- Track all employment activity in our database (Salesforce).

SKILLSETS

- Ability to work well with and collaborate with community providers in a professional manner.
- Ability to work independently, as well as contribute to a team.
- Excellent interpersonal and communication skills.
- Commitment to the financial security of Sonoma Valley Residents and access to employment.
- Knowledge of workforce development opportunities in Sonoma County.
- Excellent interpersonal skills; ability to build trust and establish strong relationships with a range of employer partners.
- Excellent written and verbal skills.
- Ability to communicate with diverse groups of individuals including, industry representatives, staff, and program participants.
- Detail-oriented and able to track employment activity for program graduates.
- Self-motivated.
- Comfortability with public speaking, leading groups of participants in employability workshops and exercises, and working in a team environment.
- Maintain records of all student and employer contacts, activities, and outcomes.
- Experience using the Salesforce database and understanding of customer relations management (CRM) systems or willingness to learn.

EDUCATION, EXPERIENCE, REQUIREMENTS

- Bilingual - Spanish speaking required.
- Bi-cultural experience preferred.
- Bachelor's Degree in psychology, sociology, business, human services, or a related field.
- Experience can substitute education.

HOW TO APPLY

- Please send a resume with two professional references and a cover letter detailing your interest and fit for the position to **jobs@laluzcenter.org**.
- Make sure to mention the position you are applying for in the subject line of your email.
- Position open until filled. Applications will be reviewed on a rolling basis. No phone calls, please.