



## INTERNAL JOB POSTING

<b>Date Posted:</b> 11/22/2022	<b>Date Expires:</b> 11/29/2022
<b>Position title:</b> Vocational Pathways Liaison	<b>Reports to:</b> Career Pathways Manager
<b>Department:</b> Career Pathways	<b>Status:</b> Full Time
<b>Position type:</b> Sr. Staff	<b>Relevant work experience:</b> 3+ Years

### DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Career Pathways Manager, the Vocational Pathways Liaison will facilitate partnerships and programs with trade unions, training organizations, post-secondary institutions, and workforce development organizations that lead to high-wage, high-growth vocational careers for trainees in fields such as solar panel installation and the building trades.

### SPECIFIC RESPONSIBILITIES INCLUDE:

- Coordinate Homeboy's existing solar panel training program, including:
- Communication and collaboration between Homeboy Industries, Solar Pathway partner training organizations, and Solar Pathway employers.
- Administrative aspects of the Solar Pathway program, including enrollment/intake, database management, and grant-related reporting.
- Tracking of student attendance and progress throughout the duration of the program including training, internship, employment, and employment retention.
- Provide direct placement assistance for all trainees pursuing vocational pathways, including resume development, job search support, creation of online employment profile/s, interview skills development, and job referral.
- Provide retention follow-up support to graduates of the Homeboy program who embark on vocational pathways.
- In collaboration with other Career Pathways team members, provide employers with recruitment assistance, pre-screening, candidates, and customized referrals.
- Contribute to the design and delivery of career exploration and work readiness workshops specific to vocational pathways.
- Create and maintain participant files as needed, logging events and progress case notes in management information system (MIS).
- Collect and analyze data, summarizing in report formats as required.
- Other duties as assigned.

### Basic Qualifications include:

- HS Diploma/GED, AA/BA desirable
- 3+ years of experience in workforce development and/or union pathways
- 1+ years of experience working with vulnerable populations
- Optimistic and adaptive collaborator, even in ambiguity
- Able to work under pressure and maintain excellent time management skills

- Proficiency in all basic computer platforms, including word processing, presentation software, spreadsheets, client management software, and email
- Able to read, analyze, and interpret general business and grant documentation
- Able to present information in a variety of formats (narrative, statistical, oral)
- Commitment to the mission and vision of Homeboy Industries, with a specific focus on achieving quality jobs for all trainees

**If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.**