



Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

Values

Our core values define who we are and how we work with our communities. Foodlink & our team members

Compassion - treat all with dignity & respect; build kinship with those we serve

Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger

Collaboration - build a shared vision, create synergies, maximize resources

Agility - respond urgently to the ever-changing needs of our community

Stewardship - maximize the impact of every dollar, donation and asset

Job Title: Manager, Career Empowerment Initiatives

Department: Career Empowerment Initiatives

Reports to: Director of Career Empowerment Initiatives

Schedule: 8:00am-4:30pm, Monday - Friday

Status: Full-time, Salary, Exempt

Level: 8

SUMMARY

Foodlink Career Empowerment Initiatives (CEI) provides comprehensive training for individuals with barriers to sustainable employment. CEI maintains a person-centered focus on each participant, while also considering local labor market data and employer-identified trainings. All programming operates with a commitment to Foodlink's core values and the understanding that successful, transformative programming must

- Provide opportunities to develop, practice and master workplace readiness (or essential skills)
- Offer clear, attainable career pathways based on the participants assessed strengths and aptitude
- Model real work environments and connect training to practical, in demand work skills,
- Address predominant barriers to employment through community partnerships and case management,
- Provide employer connections and retention support.

The Manager of Career Empowerment Initiatives ensures programmatic quality and efficient systems across all workforce development programming at Foodlink. A successful Manager is someone with attention to detail, an ability to create and improve processes, and compassion for participants in Foodlink's unique workforce development programming.

KEY RESPONSIBILITIES: *Essential duties include the following. Other duties may be assigned.*

- Support the development and implementation of new workforce development initiatives
- Work with CEI staff and community leaders to develop and format accessible, effective curricula for various workforce development initiatives, utilizing best practices from similar programs and critical feedback from employer partners.

- Support all CEI grant application and reporting efforts. This will require an understanding of national and regional labor data, as well as best practices in workforce development programming.
- Improve, develop, and maintain detailed and organized data collection and reporting systems aligned with contract and grant required outcomes and programmatic theory of change. Maintain an understanding of the needs, skills, and barriers of Fellows and alumni through participant feedback, analysis of all relevant workforce gaps assessments, collaboration with partners and key community experts.
- Support effective and mutually beneficial relationships with employer partners and other community stakeholders seeking their input, identifying labor/training needs, and ensuring consistent engagement with CEI.
- Contribute to recruitment and outreach efforts for Foodlink, and represent us in various workforce development opportunities and coalitions throughout the community.
- Actively participate in CEI departmental budgeting and financial management.
- Be a collaborative, committed member of the CEI team; this position is expected to supervise CEI staff and lead important cross-departmental work throughout Foodlink.

Preferred candidates will have:

- BA or BS in related field or equivalent work experience in human resources, nonprofit management, hospitality or related field
- Minimum 2 years of management or supervisory experience, preferably in programs working with individuals who are overcoming barriers to employment
- Knowledge of and passion for workforce development as one element of economic justice and eradicating poverty
- Proven project management, communication, and relationship management skills
- Strong attention to detail and ability to solve practical problems under time constraints
- Experience working with grants and contract management
- Ability to communicate effectively, clearly, and with cultural competence
- Awareness and experience in trauma informed practices preferred
- Ability to occasionally work flexible hours, which may include evenings and/or weekends
- Experience with Windows-based software, including use of the internet and advanced working understanding of Microsoft Office suite including Outlook, Word, Excel and Teams; Google suite
- Ability to organize, manage, and prioritize multiple tasks and responsibilities in order to complete work in a timely manner and within established deadlines
- Must possess a valid driver’s license with a good driving record, have access to a vehicle and be willing to travel within Foodlink’s 10 county service area as needed
- Bilingual in Spanish language a plus

We are actively seeking diverse candidates for this position.

SALARY AND BENEFITS

This is a full time, year-round position starting at \$58,183 annually. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to use hands to handle equipment or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.*

***Everyone is welcome here!** Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*