



Our Mission

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

Our 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.

Our Values

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

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: Career Empowerment Specialist

Department: Career Empowerment Initiatives

Reports to: Director Career Empowerment Initiatives

Supervises: n/a

Status: Hourly non exempt, 40 hours per week

Job Level: Specialist

Updated: June 2023

SUMMARY

The Career Empowerment Specialist (CES) focuses on building strong pathways from the local community to Foodlink's Career Empowerment Initiatives. The CES's primary responsibilities will be to recruit community members to a variety of training programs, create and maintain strong connections with partnering organizations, and coordinate workshops within the community and Foodlink. The CES is an integral member of the Career Empowerment team, supporting all aspects of CEI programming from recruitment and assessment to graduation and alumni support. The CES will work closely with the Director of CEI to further develop relevant workshops, programming, and focus groups.

KEY RESPONSIBILITIES

Currently Career Empowerment Initiatives are divided into 4 main programmatic initiatives. This position will support all four areas making critical connections to community members, partner organizations and resources.

Foodlink Career Fellowship: yearlong, holistic training in culinary arts.

- Recruit individual program participants by identifying and developing relationships with key community partners
- Present the Career Fellowship both in community settings and by conducting regular tours at Foodlink

- Support the assessment process for all prospective FCF candidates
- Work with CEI team to support alumni engagement for professional development workshops and events including Food Biz 101

Community workshops: short, certificate focused workshops to support job attainment and advancement

- Coordinate community workshops by coordinating logistics, planning, and reporting.
- Develop and implement recruiting strategies for these workshops.

Youth Programming: six-to-eight-week summer internships to community youth ages 16-24

- Serve as the Liaison between City, County (RochesterWorks) and Foodlink for summer youth administration.
- Support Summer Youth planning, interview process and program delivery
- Serve as the internal representative for Foodlink Departments working with Summer Youth.

Agriculture Workforce Development program: new programming initiative in the planning, research, and development stages.

- Support the planning and development of this program, to be launched in 2024.
- Lead recruitment efforts once the program is planned and ready to launch.

Other responsibilities

- Support all CEI program development to ensure quality and consistency in participant support
- Maintain accurate and up-to-date records in Case Worthy, SharePoint and traditional paper files. Exercise and maintain confidentiality of information.
- Serve on relevant working groups and coalitions to engage community in Foodlink’s workforce development initiatives
- Cultivate partnerships with service organizations in the community to identify and access important resources for CEI participants
- Support all CEI participants by helping navigate various workforce development programs and opportunities, both within Foodlink and externally.

QUALIFICATIONS

- Bachelor’s Degree or minimum of 2 years of relevant work experience or equivalent combination of education and experience.
- Demonstrated experience in recruitment, assessment, and individual and organization/ institution engagement
- Proven ability to present effectively to diverse groups of community stakeholders
- Demonstrated ability to work and communicate across organizational and cultural boundaries with ease.
- Demonstrated understanding and knowledge of community resources in the Greater Rochester and Finger Lakes region
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds and lived experiences
- An understanding of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- People-focused, strength- based and solution-oriented
- Excellent listening, skills, communications skills, interpersonal skills and emotional intelligence.
- Professional and personal integrity
- Candidates who have personal “lived experience” as a member of a marginalized community are strongly preferred.

We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.

SALARY AND BENEFITS

This is a **full-time, non exempt position paid on an hourly basis, with the range starting at \$48,000/annual (DOE)**. 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 sit, stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents. The employee is frequently required to stand and walk for long periods of time. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Able to lift bulk objects or objects weighing up to 50 pounds

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.

Diversity, Equity, & Inclusion

Foodlink is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. At Foodlink we believe that anti-hunger work is only possible with a commitment to removing barriers caused by systems of oppression that perpetuate hunger and poverty. We recognize that systematic injustice and bias disproportionately impact some identities more than others.

Foodlink is actively working to center equity- the fair treatment of all people- in everything that we do so that everyone in our region has access to nourishing food that reflects and values cultural differences.

Foodlink is committed to listening and supporting solutions to hunger that are sourced from people and communities with lived/living experience of hunger and poverty, and to responding where inequities exist.

Foodlink is committed to taking great care to cultivate internal culture and practices that support diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. We aim to foster an environment in which everyone feels a sense of belonging and understands their connection to the Foodlink mission.

Foodlink employees have a responsibility to always treat others with dignity and respect. Employees are expected to always exhibit conduct that reflects our values and promotes equity and inclusion during work, and at work functions.