



Assistant Director, Industry Training Position Description

About PowerCorpsPHL

PowerCorpsPHL (PCPHL) connects people to careers and advances community. PCPHL engages out-of-school or out-of-work 18- to 30-year-olds in an immersive, paid 4- to 24-month program that results in connection to living wage jobs in energy, green infrastructure, and community-based careers.

PCPHL specifically recruits young people most impacted by the city's gun violence epidemic and lack of opportunities. To date, 92% of graduates transition to career pathway employment and justice-involved young people average an 8% one-year post-program recidivism rate compared to the citywide average of 45%.

Specifically, PowerCorpsPHL runs three programs and one social enterprise in Philadelphia and provides technical assistance to cities nationwide interested in adapting our model to their region.

Philadelphia initiatives include:

1. **TRUST:** an urban-farm-based healing initiative exclusively for justice-involved young adults and young adults vulnerable to gun violence. TRUST offers rolling enrollment and immediate income while engaging in work-readiness skill-building and therapeutic supports with the goal of preparing them to enter other PowerCorpsPHL programming or enter other employment.
2. **Foundations:** an AmeriCorps program engaging un- and under-employed young people in crewbased environmental and community-based projects. Foundations offers full-time work experience, professional development, supportive services, and career exploration with the goal of transitioning graduates into career-specific training or entry-level employment.
3. **Career Training:** industry-specific advanced training tracks in Green Stormwater Infrastructure, Urban Forestry, Solar, Masonry, Park Rangers, and Youth Work. Career Training on-the-job and classroom-based training is designed with employers and industry with the goal of transitioning graduates into career-track employment in the field.
4. **Philadelphia Reforestation Hub:** a first-of-its kind public-private-partnership model for wood waste capture and job skills training. Developed in partnership with Cambium Carbon, PCPHL operates a sawmill and lumber yard to give new life to fallen city trees, while providing jobs and career pathways for local residents.

Nationally, PCPHL provides technical assistance to three cities and several key national partners to design, seed, and expand the number of equity-focused, workforce development climate corps in the nation based on the model and learning of PowerCorpsPHL. This nascent work has resulted in:

- the launch of the **Environmental Justice Corps** in Buffalo, NY in 2021
- the launch of the **Reading Climate Corps** in Reading, PA in 2022
- the launch of [PowerCorpsBOS](#) in Boston, MA in 2022
- hundreds of hours of technical assistance to communities affiliated with the [Delaware River Climate Corps initiative](#) and member organizations of [The Corps Network](#)

Position Summary:

The Assistant Director of Industry Training is responsible for the supply, design, and coordination of meaningful, career-connected work experiences including hands-on service projects and corresponding skill-based technical training. The Assistant Director of Industry Training works with City of Philadelphia departments, industry partners, non-profit partners, and volunteer groups to source and design service projects that meet sustainability goals, provide workforce skill-building experiences to corps members, and simulate industry professional standards. The Assistant Director of Industry Training supervises a team of four that is responsible for the coordination of training, equipment, and supplies as well as the quality of service provided. The Assistant Director of Industry Training reports to PowerCorpsPHL's Program Director.

Duties and Responsibilities

The Assistant Director of Industry Training will:

- Develop and oversee the system of industry-informed, career-connected technical training and work experiences provided in-house, including:
 - Development and coordination of delivery of all technical training
 - Management and quality control of service project partnerships, assignments, performance, and supervision of all in-house Industry Academy crews-
 - 2 Green Stormwater Infrastructure (GSI) crews
 - 2 Urban Forestry crews
 - Management of industry partnerships and continuous refinement of approach and curriculum based on current industry needs and standards.
- Lead the Industry Training Team, providing supervision and support to four staff members:
 - 2 GSI Academy Supervisors
 - 2 Urban Forestry Academy Supervisors
- Lead the design and implementation of PowerCorpsPHL's industry and technical skills training structure and curriculum, including:
 - Collaborating with the Assistant Director of Workforce Development to create and refine a skills-based training curriculum and assessments that are aligned to industry standards and professional certifications.
 - Designing and implementing technical skills training for staff and partners
 - Coordinating associated digital badging, National Green Infrastructure Certification Program (NGICP) implementation, and other certifications as deemed relevant.
 - Facilitate technical training to members as needed.

- Lead in managing program vehicles
 - maintains a record of vehicles, authorized drivers, and related training.
 - Submitting semi-annual reports
- Leads the management and maintenance of PowerCorpsPHL Headquarters
 - Manage tools, supplies, equipment, and other assets
 - Complete regular facility inspections
 - Coordinate with Philadelphia Parks & Recreation for repair and maintenance
- Lead in the development and management of Fee for Service contracts
- Collaborate with the Leadership Team and all programmatic staff to inform and implement the work experiences and technical training provided members in Foundations and Career Training phases of the program
- Contribute to program development, enhancements, and expansion with an industry-informed lens.
- Submit monthly progress reports and contribute project data, as requested
- Participate in technical assistance and special projects, as requested.
- Attend program, staff, planning, and community meetings and outreach events, as required
- Participate in staff hiring processes, as requested.
- Perform other duties, as requested

Education & Experience

- 5+ years experience in project management, logistics, or operations
- 3-5 years experience in workforce development or vocational education
- Minimum 2 years experience in horticulture, land care management, or a related field
- Minimum 2 years experience in managing external partnerships
- Minimum 2 years experience managing a team and supervising staff
- AmeriCorps or other service experience, a plus
- Experience establishing and fostering relationships with cross-sector partners and to work as a part of a collaborative team
- Experience leading and managing projects with diverse teams and subject matter experts
- Experience managing a team
- Strong work ethic and ability and desire to work outdoors in challenging conditions.
- Working in extremes of heat, cold or rain.
- Heavy lifting, bending, and carrying up to 50 lbs.
- Excellent interpersonal, presentation, and organizational skills.
- Ability to adapt plans and be flexible on short notice and take initiative to problem-solve.
- Dedication to continuous improvement processes
- Willingness and desire to participate in unexpected projects
- Excellent organizational skills
- Flexibility, professional demeanor, ability to respond calmly and positively to rapidly changing situations
- Demonstrated commitment to diversity and cross-cultural issues

- General proficiency with Microsoft Office, Google applications, and digital reporting
- OSHA-30 certified
- Valid driver's license with clean driving record, insurance, and ability to drive large vehicles
- Experience and ability to operate heavy equipment
- First AID/CPR Certification within one month of hire

Physical Demands/Work Environment:

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Traveling to work sites – valid driver's license and/or access to transportation, when necessary, willingness to travel by train or plane to other cities
- Ability to facilitate hands-on workshops outdoors in nature including use of hand and power tools and equipment in all weather
- Ability to facilitate both virtual and in-person indoor workshops and meetings utilizing a variety of digital platforms and physical projectors, whiteboards, and flip charts
- Maneuvering in an office space-reaching file cabinet, filing, faxing, scanning, copying, typing, mailing, and making phone calls
- Must be able to sit for up to four (4) hours looking at a computer monitor, using a keyboard and mouse and typing
- Must be able to lift up to 50 lbs

Competencies, Knowledge, Skills & Abilities:

- Commitment to the mission of PowerCorpsPHL
- Ability to take ownership and drive responsibilities through to completion
- Ability to establish and foster relationships with a diverse team
- Demonstrated commitment to diversity and cross-cultural issues

Caring Relationships

- Establish and foster, with diverse partners, positive relationships and open, informative and effective communication
- Demonstrate high level of enthusiasm for and ability to convey the PowerCorpsPHL mission to internal and external stakeholders in a clear and compelling manner
- Exercise sound judgment
- Practice reflexivity in one's work practice, vigilance in identifying errors and inaccuracies, and focus in performing highly detail-orientated tasks

Application of Skill and Learning

- Actively pursues knowledge and information needed for both immediate tasks and larger picture understandings
- Connects the "why" behind procedures/protocols and their implementation
- Adapts in the moment based upon assessment of priorities and circumstances

Professionalism and Professional Development

- Takes initiative to set their own work plan and schedule to reliably meet deadlines and provide thorough follow-through
- Set clear direction and accountability for staff while offering opportunities to share resources, obtain professional development and advancement to reach goals and objectives
- Provide clear communication and high level of organization to all staff, including sound written and oral communication skills
- Present strong problem-solving processes
- Commit to professional development to advance skill growth of serving urban youth

Cultural Competence and Inclusion

- Promote inclusive behaviors and practices and equity among staff, setting high standards for open dialogue and problem solving
- Excellent custom service with challenging and highly stressed customers

Adolescent Development and Empowerment

- Commit to the advancement of urban youth, including staff development

Program Management

- Evaluate program effectiveness and build capacity to develop systems and align resources to optimize success
- Develop relationships and plans to advance the goals of the PowerCorpsPHL program

Salary Range: \$65,000.00 - \$75,000.00 per year

Please submit a resume and cover letter to devin@powercorpsphl.org with the subject line as “Position Title_Last Name” (ex. Support Services Advisor_Smith).