

# WORKFORCE DEVELOPMENT MANAGER

## Green Skilled Trades Academy

### 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%.

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.

### Position Overview

The **Workforce Development Manager** is part of a team responsible for providing professional development and work readiness training to young Philadelphians seeking careers that provide living and family sustaining wages. This role is responsible for the administration of PowerCorpsPHL Career Training programs from inception to completion, with an emphasis on operating the **PowerCorpsPHL Green Skilled Trades Academy** and supporting the work of **the Preservation Trades Center (PTC)**. This includes planning, scheduling, recruitment, training, oversight, assessment documentation, graduation, and transitions. This role will also support the cultivation of employer partnerships, both internship host sites and companies seeking permanent employees.

The Workforce Development Manager will work collaboratively with the Workforce Development Team and with other PowerCorpsPHL departments to recruit, enroll, and onboard participants, reduce or remove barriers to employment, and support the transition of program members through PowerCorpsPHL program and into internships, apprenticeships, jobs, and post-secondary education programs. The Workforce Development Manager will also work collaboratively with external training providers to identify and solve problems and to provide supervision and professional development to Career Training program members. The Workforce Development Manager reports to the Assistant Director of Workforce Development.

The **Green Skilled Trades Academy** is designed to prepare participants for success in electrical, HVAC, solar installation and connected trades. Training includes construction site safety, solar systems and design, service panels, installation techniques, electrical wiring, and HVAC systems. Graduates are prepared for entry-level career-track opportunities in solar panel installation, sales, inspection, HVAC, electrical, electronics, and general construction trades.

### Essential Functions



The **Workforce Development Manager** will:

- Administer PowerCorpsPHL Career Training programs by:
  - Participating in the initial stages of Career Training programming, such as program design and development and identifying stakeholders
  - Supporting the recruitment, enrollment, and onboarding of program members and participants from the general public or other PowerCorpsPHL programs, including document procurement, scheduling phone screenings and interviews, administering pre-program assessments, and providing orientations
  - Participating in program planning, such as translating project outlines into detailed cohort timelines, scheduling training activities, workshops, fairs, trips, and other career exposure and enrichment activities, as well as major program events, such as orientation and graduation
  - Executing daily operations, including identifying and solving problems, setting and adhering to project due dates and deadlines, monitoring progress of program and program participants, ensuring quality of work readiness and technical training, effectively communicating with partners, team members, and other stakeholders
  - Providing supervision to program members or participants, as well as mentorship, career coaching and advising, and working in collaboration with the Supportive Services team and others to reduce barriers to employment
  - Providing professional development training to program members or participants by conducting one-on-one meetings and site visits, creating individual success plans, designing and delivering career readiness workshops and activities, and organizing the receipt of work readiness training and credentialing from external providers
  - Troubleshooting member or participant conduct and performance challenges by introducing and upholding the PowerCorpsPHL Code of Conduct, making timely interventions in the form of verbal and written warnings, administering Performance Improvement Plans (PIPs), and enacting corrective actions
  - Evaluating member or participants at the mid- and end-points of each cohort and using the evaluation as the basis for concrete performance feedback and a tool to determine eligibility for next steps, such as recommendations or referrals for internships, apprenticeships, employment, and other merit-based opportunities
  - Supporting the compiling of project documentation, including detailed and timely case management notes, participant and program accomplishments and milestones, program reviews or assessments, as well information related to grant reporting and deliverables
  - Closing the program, including supporting the organization of next step opportunities, such as internships and post-program employment, and planning graduation and other celebration or recognition activities

### **Education, Experience & Qualifications Required**

- Master's degree with a minimum of two years of direct experience working within workforce development initiatives, career and technical training programs, vocational education
- OR minimum of 3-5 years of skilled trades industry experience
- Minimum two years of experience working as a trainer, adult educator, facilitator, mentor, or combination of the above, with experience designing and delivering curriculum, lesson plans, workshops, and presentations
- Minimum two years of experience in project management with multiple stakeholders and clients



or partners at varying tiers of leadership

- Experience within the green jobs sector, skilled trades, the construction trades strongly preferred
- Experience working with diverse teams on shared programs or projects
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, National Sex Offender Public Registry, and F.B.I. fingerprinting)

**Competency, Knowledge, Skills & Abilities:**

- Proficiency in Microsoft Office and Google Suite
- Strong appreciation for process-driven work and developing systems
- Excellent interpersonal skills and ability to foster relationships with multiple cross-sector partners and work as a part of a collaborative team
- Strong written and verbal communication skills to diverse audiences
- Excellent organizational skills; proven competence in collection and management of information, and balancing multiple tasks with attention to timelines and priority
- Excellent self-direction, ability to work independently when needed, and the ability to take ownership and drive tasks through to completion
- Desire to learn more through a combination of self-directed research, collaboration with partners and colleagues, and willingness to ask critical questions
- Experience with recording and tracking of data
- Demonstrated commitment to diversity, equity, inclusion, justice and accessibility

**Physical Demands/Work Environment:**

- Willingness to travel to different locations within Philadelphia on a regular basis
- Willingness to travel to different locations across the country on an annual basis
- Ability to facilitate both virtual and in-person workshops and meetings using a variety of digital platforms, physical projectors, whiteboards, flip charts and vocal projection
- Ability to sit for up to four (4) hours at a time looking at a computer monitor, using a keyboard and mouse, typing, and frequently participating on video conferences

**Salary Range:** \$55,000.00 - \$65,000.00 per year

Please submit a resume and cover letter to [gentris@powercorpsphl.org](mailto:gentris@powercorpsphl.org) with the subject line as “WD Manager\_Last Name” (ex. WD Manager\_Maxey)