Strength to Love II (S2L2)
a program of Intersection of Change

Job Title: Workforce Development Coordinator /Case Manager

Compensation: 30 hours weekly at $18 per hour. Position expected to run between March-August 2019

Nature of work: Managing the newly established Strength to Love II (S2L2) Workforce Development program for disconnected youth ages 18 to 24 years in the Sandtown-Winchester, Upton and surrounding communities of west Baltimore city. The model combines paid job training to work as farm workers on the S2L2 farm along with classroom instruction and case management services to ensure youth gain and retain employment and move towards self-sufficiency. This position is responsible for the development, implementation, management, and case services of the program.

Primary Responsibilities:
• Manage all workforce development activities (recruitment and retention, enrollment, coordinate trainings with partners)
• Supervise Career Job Readiness Instructor and youth workers
• Maintenance of data management systems needed for reporting, compliance, evaluation, and participant paid internships and stipends
• Develop all start-up materials (brochure, calendar, participant handbook, curriculum, data management systems to track program outcomes)
• Perform case management duties including monitoring and documenting client progress
• Builds strong partnerships with local agencies/businesses to gain employment opportunities for clients
• Perform all other duties as assigned by supervisor

After participants graduate from the program - alumni support:
• Ensure bi-monthly phone calls with participants for 90 days after Graduation to ensure retention and strong performance on the job
• Visit graduates on-the-job, as needed, to coach and support towards retention and strong performance
• Address life issues that "get in the way" during the program and in the first 3 months of employment
• Consistently track interactions and update participant tracker

Qualifications:
• Bachelor's Degree and/or three (3) years working in a Workforce Development Program and/or Case Management Services for underserved populations.
• Able to multi-task effectively in a fast-paced environment
• Able to communicate effectively with all clients and partnerships
• Able to build and maintain collaborations and partnerships with agencies and businesses

Knowledge:
• Experience working with and in racially and culturally diverse communities
• Strong computer knowledge including Microsoft Word, Excel, and ability to do basic graphic design and website updates
• Spreadsheet creation and interpretation
Basic understanding of accounting procedures
Database management

Skills and Abilities:
- Ability to work as a team leader with strong supervisory skills
- Possesses training and/or prior work experience in problem solving, leadership, conflict management, and change management
- Demonstrated ability to manage and prioritize large volumes of activity
- Demonstrated ability to show accuracy, timeliness and follow-up on tasks
- Ability to interact positively and with compassion
- Excellent verbal and written communication skills
- Ability to make sound decisions

To apply for position: If interested, send resume with cover letter (explaining your interest and how the position is a match for you)

Submit by 3/1/19 to: Karen Brown
Resource Developer
Intersection of Change
karenbrown@intersectionofchange.org
No phone calls please

About Intersection of Change and Strength to Love II

Intersection of Change is a community nonprofit dedicated to addressing poverty related issues in west Baltimore. The organization operates multiple programs including Strength to Love II (S2L2) which operates a 1.5 acre urban farm in west Baltimore’s Sandtown-Winchester community to offer employment to citizens returning to the community from incarceration.

The Strength to Love II farm includes 16 greenhouses and uses environmentally sustainable methods to grow high quality produce for local consumption, address community food apartheid issues, and offers employment to ex-offenders and underserved populations. S2L2 sells its produce at a local community market, local restaurants, colleges, and farmers markets. The workforce development program will be a new initiative for Strength to Love II to serve youth ages 18-24 years starting in April 2019.