



EMPLOYMENT OPPORTUNITY

WORKFORCE DEVELOPMENT DIRECTOR

Title:	Workforce Development Director
Starting Salary:	\$80,000 - \$90,000
Reports to:	Associate Director of Programs
Location:	Remote in California
FLSA Status:	Exempt
Position Status:	Regular, Full time (40 hours per week)
Effective Date:	April 2024

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

POSITION SUMMARY

Under the direct supervision of the Associate Director of Programs, the Workforce Development Director is a full-time leadership position responsible for overseeing the planning, research, development, implementation, evaluation, and growth of Vision y Compromiso's (VyC) workforce development for promotoras and community health workers. The Director is responsible for contract management and operational oversight, including financial performance, supporting business and partnership development, staff mentorship and development, and setting and executing a strategy that builds Vision y Compromiso's capabilities, offerings, and brand in the market.

HOW TO APPLY

Applications will be open March 21, 2024, until the position has been filled. Please submit resumes and questions to Melinda Cordero-Barzaga at (melinda@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide a collaborative leadership approach that enables the department to work together to develop programming and resources that contribute systems change in the promotora workforce.
- Provide quality control and oversight of the technical assistance and resources created by VyC.
- Provide successful and accurate planning, execution, and oversight of a growing multi-million-dollar portfolio of projects, which include numerous services, and initiatives.
- Closely monitor and forecast financial performance and proactively take steps to mitigate risks, right-size teams, or take other mitigation steps when necessary.
- Manage deliverables and proactively monitor performance across the portfolio to ensure VyC meets or exceeds performance and outcomes for grants.
- Participate in strategic planning and visioning sessions and lead ad hoc strategic efforts. Manage and improve existing reporting systems with staff members to ensure quality assurance and proper documentation for grant compliance.
- Partner with the VyC leadership team to analyze trends and identify opportunities/threats. Develop plans to achieve VyC's objectives related to its Equity Initiative, revenue, presence, social impact targets, and other key measures.
- Cultivate and maintain strong relationships with existing funders, philanthropic and corporate sponsors, clients, consumers, and partners to ensure their needs and expectations are met.

- Lead initiatives that drive long-term growth, including new initiatives, pilots, and partnerships nationally and, at times, regional or local areas. This includes developing new and enhancing existing programs and services that are (1) evidence-based or guided by promising practices; (2) that show demonstrable impact on target communities and populations; and (3) for which there is sufficient evidence that the new or enhanced activity will add revenue to and be sustainable within VyC's portfolio.
- Prepare and deliver executive presentations to senior leadership teams within VyC and to external partners.
- Mentor and coach staff; maximize productivity, provide constructive feedback and guidance, identify and address performance concerns and areas for growth and progress, and support professional and career development.
- Represent Visión y Compromiso at local, state, and national meetings as assigned.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

CORE COMPETENCIES

- Demonstrated understanding of and ability to effectively articulate the value of the promotores model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.
- Deep understanding of the current trends related to the integration of promotores and community health workers into the workforce.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Interpersonal Skills** - Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

SUPERVISORY RESPONSIBILITIES

This position requires the supervision of the Workforce Development Manager, Workforce Development Project Manager, and an Administrative Assistant.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's Degree (B.A) from an accredited four-year institution, preferably in Public Health, Education, or a related field or 5 years of subsequent workforce development and training experience.

EXPERIENCE

- 5-8 years of direct work experience designing and implementing diverse workforce development programming for promotoras and/or other community leaders that has successfully led to employment and/or other economic advancement opportunities.
- 5-8 years of experience managing and leading federal, state and county contracts, grants, sponsorships, and collaborative efforts with external partners.
- Demonstrated knowledge and experience designing and facilitating training that incorporate adult learning methodologies.
- Demonstrable experience with workforce development issues faced by promotoras and community health workers, plus a strong understanding and connection to various state and local programs and policies across the state and country.
- Demonstrated experience scaling workforce initiatives among promotoras and/or other community leaders, geographies, and sectors.
- Understanding of and passion for building relationships with partner organizations at a local, state, and national level to create tangible results.

- A minimum of (5) years of personnel supervisory experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

LANGUAGE SKILLS

Strong analytical and problem-solving skills with demonstrated intellectual and analytical rigor, including proven ability to define problems, collect data, establish facts, and draw valid conclusions. Advanced oral and written communication skills, including exceptional presentation, public speaking, negotiation, and interpersonal skills. Assertive and persuasive communication with an ability to communicate technical concepts and ideas succinctly to partners, funders, and senior level executives. Ability to manage a high level of daily communication with peers and junior teammates and be externally facing with a clear sense of audiences. Proficiency in writing grant reports and developing work plans and budgets. Ability to complete reports and write business correspondence. *Because of the population served, the ability to read, write and speak in English and Spanish is highly preferred.*

COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Google Chrome or other widely used and supported Internet browsers as well as proficiency with Google Workspace and social media platforms like Facebook, Facebook Messenger, Instagram, and WhatsApp. Ability to adapt to new and changing technologies.

TRAVEL REQUIREMENTS

This position requires 10% of travel within California to observe the department's work and programs.

PREFERRED SKILLS AND QUALIFICATIONS

- Significant experience managing relationships with funders.
- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Financial acumen to manage budgets using diverse funding streams, with high command of federal and state procurement regulations.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, timeliness, cost-effectiveness, accuracy, and results.
- Bi-lingual in English and Spanish is preferred.

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.

The employee will sit, talk, hear, and use hands and fingers up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee 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 these various work environments is typically quiet to moderate.

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