



Our House Campus 168 Newbury Street • Lawrence, MA 01841

Phone 978.685.3115 • Fax 978.688.8453

About Lawrence CommunityWorks

Lawrence CommunityWorks, Inc. is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

About the Workforce and Development Department

The Workforce Development Department at Lawrence CommunityWorks works towards helping individual in the community reach their professional and financial goals by offering Programs that are an innovative **Workforce Trainings and Job Placement Programs** *serving unemployed and underemployed adults of the Merrimack Valley*. The program works relentlessly and collaboratively across sectors to ensure that participants can make gradual progress toward self-sufficiency and toward their dreams for their families

Position: P/T Workforce Specialist

This P/T positions primary responsibilities of this position are to facilitate soft skills workshops at TCG 2 Wednesday nights a month. Also, to facilitate a Digital Skills for Life (DS4L) workshop and job coaching. The Workforce Specialist will do this while, ensuring that training participants are taking part of department engagement opportunities in order to provide a one stop approach. This position will run classes both on site at LCW and offsite at The Community Group. The hours are Monday, Tuesday, Wednesday and Thursday 1:00 – 6:00 and Fridays off, with some nights and weekends as needed. There is the possibility that there will be a need in the future for 2 evenings a month,

Responsibilities

- Be punctual and arrive at class prepared to deliver the lessons.
- Teach Power Skills classes off site at TCG, 2x a month with allotted prep time, monitor and record student attendance.
- Teach DS4L classes 4 days a week - with allotted prep time, monitor and record student attendance.
- Maintain classroom attendance levels and keep communication with students who are absent.
- Integrate the popular education approach in curriculum planning.
- Select and develop appropriate materials and methods that encourage student achievement.
- Administer teacher-made pre/post classroom assessments.
- Incorporate student goals-setting into classroom lessons and review goals monthly.

- Ensure that program outcomes and progress are being achieved as required by funding sources and Collaborative efforts.
- Protects client private and confidential information to the highest level of security according to agency standards.
 - Track job placements and job retention.
- Attend agency meetings and initiatives as assigned.
- Any other duties as assigned by Management.

Qualifications

· Teaching experience

Advance to expert knowledge of Microsoft Office products (Word, Excel, PowerPoint, Access and Outlook)

- Advance to expert knowledge of web-based applications such as: Google Docs, Google Sheets, Google Slides, Emails, Job Search, etc.
- Knowledge of Mobile Devices, 10 Key, Hardware vs. Software, Basic Computer Terms
- Skilled at taking initiative, problem solving and working independently.
- Experience leading structured computer-based classes with adult.
- Knowledgeable in Power Skills.
- Strong verbal skills to communicate effectively with staff, students and community partners. • Skilled at building interpersonal relationships to work effectively as part of a team and to manage class environments.
- Analytical, results oriented, critical and independent thinker
- Excellent organizational skills and ability to proactively manage multiple priorities
- Willingness to learn, absorb, and practice LCW's *Network-centric* approach to community-building • Remain focused in the face of pressure, deliver against timelines, not intimidated by tasks/time limitations • Excellent written and oral communication and interpersonal skills
- Fluency in Spanish and English
- Being friendly, dependable and flexible.
- Accurate and detail oriented.
- Data Entry and Record Keeping.
- Good verbal and written communications skills.
- Teamwork and collaboration skills.
- Must have transportation and able to travel

Compensation and Benefits



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Salary: commensurate with experience

Benefits: Sick Time

Please send cover letter and resume to:

Norma Pagan

Lawrence CommunityWorks, Inc.

168 Newbury Street

Lawrence, MA 01841

978-681-3115

recruiting@lawrencecommunityworks.org