



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: Workforce Specialist

The primary responsibilities of this position are to facilitate job readiness workshops, job search groups, source employment opportunities and career coaching. The Workforce Specialist will do this while, ensuring that training participants and jobseekers are taking part of department engagement opportunities in order to provide a one stop approach.

Responsibilities

- Be punctual and arrive to class prepared to deliver the lessons.
- Maintain classroom attendance levels and keep communication with students who are absent.
- Teach 5 classes per week with allotted prep time, submit monthly lesson plans, monitor and record student attendance.
- 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.
- Support students to create a portfolio of their work on Resume Building/Cover Letter, Thank You Notes, etc.
- Incorporate student goal-setting into classroom lessons and review goals monthly.
- Incorporate Power Skills Training in Communication Skills, Interview Skills, Mock Interview, Conflict Resolution, Time Management, Customer Service, and Navigate & Applying for job online, etc.
- Participate in program planning meetings.
- Provide Career Coaching.
- Ensure that program outcomes and progress are being achieved as required by funding sources and Collaborative efforts.
- Participate in student personal and professional development workshops/meetings.



- Protects client private and confidential information to the highest level of security according to agency standards.
- Track job placements and job retention.
- Maintain knowledge of the local and regional labor market.
- Maintain excellent time management skills and the ability to prioritize work.
- Maintain updated Intake forms.
- Attend agency meetings and initiatives as assigned.
- Any other duties as assigned by Management.

Qualifications

- Advance to expert knowledge of Microsoft Office products (Word, Excel, PowerPoint, Access and Outlook), 10 key
- 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 Workforce 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 environment.
- Analytical, results oriented, critical and independent thinker
- Excellent organizational skills and ability to proactively manage multiple priorities
- Demonstrated ability to build and maintain multi-level relationships and networks – junior and senior, for-profit and nonprofit, and with diverse backgrounds
- 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 preferred
- Being friendly, dependable and flexible.
- Accurate and detailed oriented.
- Data Entry and Record Keeping.
- Strong sense of property and respect.
- Good verbal and written communications skills.
- Ability to Multi-task.
- Teamwork and collaboration skills.
- Must have transportation and able to travel occasionally



Our House Campus 168 Newbury Street · Lawrence, MA 01841

Phone 978.685.3115 · **Fax** 978.688.8453

Compensation and Benefits

Salary: commensurate with experience

Benefits: Vacation, Sick Time, Health Insurance

Please send cover letter and resume to:

Norma Pagan
Lawrence CommunityWorks, Inc.
168 Newbury Street
Lawrence, MA 01841
978-681-3115
recruiting@lawrencecommunityworks.org