JOB POSTING

<table>
<thead>
<tr>
<th>Date Posted: 12/10/2021</th>
<th>Date Expires: 12/17/2021</th>
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<tbody>
<tr>
<td>Position title: Vocational Pathways Liaison</td>
<td>Reports to: Career Pathways Manager</td>
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<td>Department: Career Pathways</td>
<td>Status: Full Time</td>
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<tr>
<td>Position type: Sr. Staff</td>
<td>Relevant work experience: 3+ Years</td>
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DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Career Pathways Manager, the Vocational Pathways Liaison will facilitate partnerships and programs with trade unions, training organizations, post-secondary institutions, and workforce development organizations that lead to high-wage, high-growth vocational careers for trainees in fields such as solar panel installation and the building trades.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Coordinate Homeboy’s existing solar panel training program, including:
  - Administrative aspects of the Solar Pathway program, including enrollment/intake, database management, and grant-related reporting.
  - Tracking of student attendance and progress throughout the duration of the program including training, internship, employment, and employment retention.
  - Provide direct placement assistance for all trainees pursuing vocational pathways, including resume development, job search support, creation of online employment profile/s, interview skills development, and job referral.
  - Provide retention follow-up support to graduates of the Homeboy program who embark on vocational pathways.
  - In collaboration with other Career Pathways team members, provide employers with recruitment assistance, pre-screening, candidates, and customized referrals.
  - Contribute to the design and delivery of career exploration and work readiness workshops specific to vocational pathways.
  - Create and maintain participant files as needed, logging events and progress case notes in management information system (MIS).
  - Collect and analyze data, summarizing in report formats as required.
  - Other duties as assigned.

Basic Qualifications include:

- HS Diploma/GED, AA/BA desirable
- 3+ years of experience in workforce development and/or union pathways
- 1+ years of experience working with vulnerable populations
- Optimistic and adaptive collaborator, even in ambiguity
- Able to work under pressure and maintain excellent time management skills
• Proficiency in all basic computer platforms, including word processing, presentation software, spreadsheets, client management software, and email
• Able to read, analyze, and interpret general business and grant documentation
• Able to present information in a variety of formats (narrative, statistical, oral)
• Commitment to the mission and vision of Homeboy Industries, with a specific focus on achieving quality jobs for all trainees

Please send your resumes to careers@homeboyindustries.org.