



Workforce Development Program Coordinator

Coalition for A Better Acre (CBA) is a membership-based community development corporation dedicated to resident empowerment and sustainable community revitalization for current and future residents of Lowell and Merrimack Valley. We promote healthy, vibrant neighborhoods by developing resident leaders, affordable housing and economic opportunities, and by responding to community needs through collective actions.

Position Summary

CBA is seeking a full time Program Coordinator for the workforce and small business development programs. The coordinator will support our Workforce Development Manager to run the Supported Training and Education (STEP) Program, a free job readiness training program, the Sewing Program, a free hands-on training program with a master sewer, workforce related workshops, as well as the CBA Small Businesses Technical Assistance Program.

Essential Functions/Responsibilities

- Contacting and recruiting potential program participants
- Developing and maintaining relationships with current and former program participants, providing case management and support as needed
- Supporting the Workforce Development Manager with training sessions and workshops
- Collecting relevant participant and program data and entering it into database
- Creating and delivering activity reports as needed
- Work with team to develop program budget, workplan, and strategies for execution of workplan
- Maintain positive relationship with partners and funders and supply necessary program data to Resource Development Manager
- Represent CBA in the Lowell community at events, meetings and other public activities
- Work collaboratively with the rest of the organization and find ways to integrate programs with other departments to achieve CBA's overall mission
- Support other Program Coordinators in their focus areas
- Other duties and responsibilities as assigned

OUR IDEAL CANDIDATE

Our ideal candidate is excited to work at a fast paced, energetic organization working with a



diverse community. They have a passion for community-based development, community engagement with outreach skills, people skills, troubleshooting skills and will have many of the following skills and experiences:

- Bilingual in Spanish or Khmer preferred
- Must be able to work independently as well as with a team and be available to work flexible hours
- Tracks and enters data in a timely manner
- Develop area focused workplan and goals, and manage a group of volunteers
- Strong commitment to working with a diverse group of people and building diverse leadership
- Ability to manage multiple tasks in a responsible and dedicated manner
- Excellent oral and written communication skills
- Outgoing individual with strong interpersonal skills
- Comfort using technology for organizing, including spreadsheets, databases, word processing, computer graphics, and social networking platforms
- Innovative and not afraid of changes and able to pivot when needed
- B.A. or equivalent in work experience preferred
- Passionate about working in the community and wants to have lots of **fun!**

To apply for this position: Please submit a resume and cover letter, including your salary requirements, to Pamela Miller at pamela.miller@cbacre.org

CBA offers a competitive salary and benefits package.

We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.