



## **Workforce Development Manager**

### **Summary:**

Are you interested in affordable housing? Would you like to reduce economic disparities exacerbated by COVID-19? Do you want to support community members who are working on advancing better housing policies? We seek a Workforce Development Manager for The Neighborhood Developers (TND). This position is a full-time, exempt position reporting Director of the CONNECT program. This position is currently remote but is expected to transition to in-person or a hybrid.

### **Overview:**

TND is a nonprofit community development corporation based in Chelsea and Revere and also active in Everett, MA. TND's mission is to create strong neighborhoods enabling community members to secure a stable home, achieve economic mobility, and determine their own future. TND builds affordable housing and mixed-income homes, supports households to achieve greater financial mobility, and supports community leaders on issues related to neighborhood conditions as well as social and economic justice. The Workforce Development Manager Serve will serve as a primary liaison, along with the CONNECT Director, to the Chelsea Good Jobs Coalition, Revere Works, and Mass Up (a cross-city coalition that links GJC and Revere Works under a special grant). Working with other coalition members, the Manager will help develop a policy advocacy agenda and other vehicles to promote broader workforce development in Chelsea and Revere, and recruit, screen, and recommend candidates for PACMAN, a building maintenance and construction training program.

### **Essential Duties**

- Develop new department procedures, as required.
- Work with the CONNECT Director to develop and monitor annual budget.
- Attend Board of Directors meetings to make presentations.
- Represent the organization's work at meetings with funders.
- Help to prepare reporting for funding sources.
- Contribute to a strong sense of organizational teamwork through activities including regular staff meetings, group discussions and staff retreats.
- Participate in the planning and implementation of agency-wide events.
- Ensure that all organizational policies and procedures are followed.
- Perform other duties as assigned.

### **Qualifications**

#### **Required:**

- A Bachelor's degree or relevant equivalent experience.
- Experience working with low-income clients from a variety of backgrounds.
- Strong program implementation skills: demonstrated ability to manage time and staff, prioritize appropriately among multiple competing demands, and solve problems.
- Detail-oriented, well-organized, and able to work independently.
- Strong computer skills with Microsoft Office suite programs and Salesforce or other databases.
- Strong written and oral communications skills.



- Ability and desire to thrive in a fast-paced work environment.
- Willingness to work a flexible schedule, including at periodic evening or weekend hours, not to exceed 40 hours/week

**Desired:**

- Experience in workforce development.
- Knowledge of community resources in Chelsea and surrounding communities.
- Experience working with and in collaborations.
- Experience working in a diverse multi-cultural community
- Past experience as a volunteer in a community and/or human services setting

**Physical Requirements**

The position involves sitting, standing, lifting, looking at a computer screen, phone work etc. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above 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

**To Apply**

Opportunity Communities (OppCo) provides all administrative and operational infrastructure for TND. OppCo, and members Nuestra Comunidad and TND, are equal opportunity organizations. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, gender identity, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law.

***Submit your cover letter and resume to the following link: <https://www.tfaforms.com/4727949>***

**About TND and OppCo**

The Neighborhood Developers (TND) is a nonprofit community development corporation with a mission to create strong neighborhoods enabling community members to secure a stable home, achieve economic mobility, and determine their own future. With deep community roots in Chelsea and Revere, and now also active in Everett, the organization builds affordable housing and mixed-income homes, supports households to achieve greater financial mobility, and supports community leaders on issues related to neighborhood conditions as well as social and economic justice. TND's headquarters is located in Chelsea where it has operated since 1978. The organization expanded into Revere in 2010 and began offering some of its services in Everett in 2018. For information, see <https://theneighborhooddevelopers.org>.

All TND staff are employees of Opportunity Communities (OppCo) that serves as our managing company. OppCo builds equitable communities of opportunity by strengthening the capacity, efficiency, and performance of independent, local community developers who join OppCo as members. There are many benefits to TND through its membership in OppCo including competitive wages, comprehensive



benefits, organizational sustainability, and ability to deliver results. For more information, see <https://www.oppcommunities.org>.