

Job title	<i>Project Developer</i>		
Position Type	<i>Full-Time</i>	Pay Rate	<i>\$68,000 Annually</i>

The Worker Education and Resource Center (WERC) is a non-profit organization that for 20 years has provided high quality workforce development programs in partnership with public service and safety net employers.

Located in SEIU Local 721's office building just west of downtown Los Angeles, WERC has a small, committed staff that conducts research and planning, develops curriculum, and provides dynamic, cutting-edge education and training programs within a worker-centered, supportive environment. WERC is currently launching a high-road partnership to create workforce development opportunities within the healthcare and public service sector of the County of Los Angeles.

OUR MISSION is to connect workers to good, stable and permanent jobs, by providing and promoting the highest quality of workforce development.

OUR VISION: The Worker Education and Resource center will be a leader, catalyst, and model of a high road training partnership between labor and our employer partners – currently the County of Los Angeles and contracted community-based agencies who provide public service.

OUR CORE VALUES

Worker-centered

We respect the life experiences that participants bring to the workplace and provide educational programs that build on those strengths to promote compassion and dignity on the job.

Partnership

We engage with our employer partners upfront and throughout our programs to create curricula that address the specific skills and occupations that employers identify, using an apprenticeship approach.

Equity

We intentionally design our programs to target recruitment to reach people who are under-represented in specific occupations and to prepare them to succeed by valuing: transparency; peer support; counseling; mentorship, and advocacy.

Job Purpose

Reporting to Program Manager of Workforce Development County Initiatives, the Project Developer is responsible for supporting the development, implementation and evaluation of WERC projects and programs.

Duties and responsibilities

Project Development

- Engage and collaborate with external stakeholders (employer partners, educational agencies, community-based organizations) and internal staff in the development of projects
- Assist Program Managers in the development of project plans including developing project goals and objectives, scope and expectations, roles and responsibilities, project schedules and an appropriate evaluation framework

Project Implementation

- Coordinates program outreach and recruitment activities
- Assists in the training delivery for workforce programs by conducting team building, professional development, or other related activities
- Supports the curriculum development process, as needed
- Assists in maintaining ongoing communication with external stakeholders and agencies
- Develops and implements to maximize efficiencies and improve project workflows
- Create and use appropriate tools to monitor project progress
- Track the project grant budget in coordination with the Program Manager and Program Assistant
- Work across project teams and provide feedback to refine and improve project activities

Project Evaluation

- Assist in ensuring project goals and deliverables are met, and meet WERC's high quality standards
- Prepare and present project reports by collecting, analyzing and summarizing information and trends

Qualifications

Education and Experience

- Relevant degree in a related field and/or prior experience planning and managing projects
- Excellent analytical and organizational skills, strong written and verbal communication skills, and proficiency in Microsoft Office Suite

Additional Qualifications

- Ability to prioritize projects, take initiative, handle multiple responsibilities at one time and meet assigned project deadlines
- Excellent communication, collaboration, and interpersonal skills
- Ability to foster effective teams and develop strong external relationships
- Demonstrate sound judgment and independently problem solve
- Ability to objectively observe, critique and evaluate written and performance data
- Ability to work with diverse teams
- Knowledge of trauma-informed and strengths-based practices

Physical requirements

The physical requirements listed below are examples of those the Project Developer may need to perform in order to carry out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves a combination of sitting, walking, and standing for periods of time.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

Direct reports

N/A

Benefits

Benefits for full-time employees include full health through Kaiser (Platinum 10), Dental, and Vision, for you and your dependents, medical bridge insurance, Life and disability insurance, access to pre-tax flexible spending accounts for both health care and dependent care expenses.

How to Apply

No walk-ins or phone calls please. Submit resumes via email to mail@we-rc.org.

WERC is an Equal Opportunity Employer. WERC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.