



## **WORKFORCE DEVELOPMENT ASSOCIATE - NEW YORK OFFICE**

West Harlem Environmental Action Inc. a/k/a WE ACT for Environmental Justice is a membership, community-based, non-profit advocacy organization based in Northern Manhattan w/a federal policy office in Washington, DC. WE ACT is an acknowledged leader in the environmental justice field, and is an effective contributor to environmental, energy, climate, and environmental health policy at the local, state, and federal levels. WE ACT achieves its mission by organizing the most affected people of color and low income to engage in environmental decision making that helps to build healthy and sustainable communities.

WE ACT seeks a ‘people person’ with excellent communication skills and an upbeat attitude to fill our Workforce Development Associate role. The successful candidate should have strong administrative skills, be comfortable working in communities of color and low-income, be able to identify those community's workforce development needs, develop outreach initiatives to reach these communities, increase community sign-up for our workforce development initiatives, and track the progress of applicants as they matriculate through our green training program. WE ACT’s Green Institute will be a full-service talent and workforce development pipeline designed to fill the positions of the green and clean energy future (e.g., electrification, solar, EV, offshore wind and renewables).

This position combines administrative responsibilities with intensive field work, such as interacting directly with the public, attending community engagement activities to promote our green training program and workforce development opportunities, and developing relationships with industry partners and employers. The Workforce Development Associate is a professional who will work directly with the community to promote the social, economic, and environmental benefits of our green training program and workforce development programs.

### **PRINCIPAL RESPONSIBILITIES**

- Work closely within WE ACT’s Green Institute to help support strategies, campaigns, projects and initiatives related to workforce development
- Be knowledgeable of our Green Institute’s areas of focus in the renewable energy sector (e.g., electrification, solar, electric vehicles, offshore wind, and renewables)
- Ensure applicants have the ability to participate in WE ACT’s Green Institute, including screening applicants, conducting placement interviews, recommending training tools, and helping with enrollment

- Coordinate and conduct community outreach events & develop outreach materials including developing strategic relationships, attending career fairs, and conducting presentations at universities, nonprofits, clubs, civic groups, industry events, etc.
- Manage applicant databases and conduct all necessary follow-up for registration, materials, employer notifications, and general admin tasks related to our program
- Use various software to prepare documents, spreadsheets, databases, and presentations for meetings, and accurately record minutes and maintain records of trainees progress through the program
- Collect and analyze data on program demographics, synthesizing results, and presenting conclusions to relevant departments
- Serve as a trusted support to the Workforce Development team, always providing polite and professional assistance via all forms of communication

## **REQUIREMENTS**

- Associates or BS/A preferred; OR previous workforce development experience required
- Knowledge of Northern Manhattan and of environmental and social justice issues affecting communities of color and low income, required
- Written and oral fluency in English; Spanish communication a plus
- Top notch organizational skills and ability to manage a daily, varied workload by priorities, and be extremely adept at solving problems and meeting deadlines efficiently
- Ability to work collaboratively, proactively and on a variety of projects simultaneously
- Experience promoting issues and policy objectives related to workforce development at a professional level particularly when interacting with graduates
- Advanced interviewing skills
- Excellent in Microsoft & Google Suites and adaptable to learning new databases
- A deep passion for environmental justice and workforce development, a must

## **COMPENSATION & BENEFITS**

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$55-58,500 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive healthcare (medical, dental, vision), flexible spending accounts, life insurance, pre-tax transit program, retirement programs, and paid holidays and vacation, along w/onsite HR support. WE ACT follows a 3-2 hybrid work policy, requiring 3 days in the office per

week. All staff are required to be fully vaccinated.

## **OUR COMMITMENT TO DIVERSITY, EQUITY & INCLUSION**

**WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, reentry and LGBTQIA+ communities.** We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you've read this job description, are excited by it and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email David Stewart Hudson at [david.hudson@weact.org](mailto:david.hudson@weact.org).

## **HOW TO APPLY**

Please email your cover letter, resume, and three references to our Director of Human Resources David Stewart Hudson at [David.Hudson@weact.org](mailto:David.Hudson@weact.org), with 'Workforce Development Associate' in the subject line. Submission in a combined PDF or Microsoft Word file is preferred. This position is open until filled and applications will be reviewed on a rolling basis. Please note that phone calls will not be accepted.