



Workforce Development Associate

Reports to: Director of Culinary Operations

Job Type: Full Time / Exempt

Salary: \$42,270 - \$50,905 annually

OUR MISSION:

The Chester County Food Bank seeks to create a food secure Chester County. We mobilize our community to ensure access to real, healthy food. Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 160 agency partners to distribute over 3 million pounds of food annually to 10% of Chester County residents. Along with the help of dedicated volunteers, we provide healthy food access and educational opportunities through programs like Eat Fresh Cooking Classes, Fresh2You Mobile Market, Fruit and Vegetable Prescription, FRESHstart Culinary Arts Training, and Seed to Supper with produce grown by our Agriculture Team.

POSITION SUMMARY:

The Workforce Development Associate's primary focus is on student recruitment and retention, self-empowerment, job readiness training, career placement support and monitoring. This position assists constituents with resource development and provides social services referral support throughout the program and post-graduation for 2 years as needed. This position also works with individuals in the community to secure services and assist with various programs implemented by the Chester County Food Bank (CCFB). This position also develops relationships with key community organizations to foster opportunities for collaboration. tracks all data and is responsible for reporting and maintenance of files pertaining to student activity and ensuring that accurate information is available to CCFB.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to the following:

- Responsible for student identification and recruitment
- Assists in the development and implementation of classroom curriculum and classroom instruction including developing and maintaining a volunteer network of outside presenters.
- Identify and assess promising job opportunities that will help graduates move from dependence to self-sufficiency.
- Identify internship and permanent employment opportunities for students based on individual students' career goals and schedules. Conducts regular employment site visits.
- Works with department directors to develop reports and data schedule for grant opportunities and donor and board communication pieces.
- Other related duties as assigned.

EXPERIENCE

- Bachelor's degree in a related field (Social Work, Career Counseling, or related field and 2 or more related work experience
- Experience working with individuals with barriers to employment
- Comfortable in presenting, teaching, and facilitating group sessions
- High capacity and skills to network out in the community to market the program, recruit students, and potential employers
- Strong communication and interpersonal skills



- High degree of organizational skills
- Working knowledge and experience in the use of Microsoft applications, including Word, Excel, and PowerPoint presentations.
- Ability to communicate effectively when speaking and in writing.
- Active driver's license and a willingness to drive company vans and small mobile markets as needed.
- Ability to work with people from diverse social and ethnic backgrounds
- Ability to work independently and as part of a team.
- Flexible work schedule required.

COMPENSATION & BENEFITS

We offer competitive compensation and benefits packages, including health insurance, retirement plans, paid time off, and professional development opportunities.

WORK SCHEDULE: This is a full-time exempt, salaried position. The position is primarily day shift Monday - Friday but may occasionally require evening and weekend work and hours in excess of 40 hours per week.

EQUAL OPPORTUNITY

The Chester County Food Bank considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable federal, state, and local laws.

Chester County Food Bank reserves the right to change this job description as conditions change.

TO APPLY

Send your resume to jobs@chestercountyfoodbank.org. No phone calls, please.

Please note that only qualified candidates will be contacted for an interview. Thank you for your interest in joining our organization.