



168 Newbury Street · Lawrence, MA 01841 Phone 978.685.3115 · Fax 978.688.8453

## About Lawrence CommunityWorks

**Lawrence Community Works, Inc.** is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

## About the Workforce Development Department

**Our Workforce Development Department** works towards helping individuals in the community reach their professional and financial goals by offering innovative **Workforce Trainings and Job Placement Programs** *serving unemployed and underemployed adults of the Merrimack Valley*. The program works relentlessly and collaboratively across different sectors to ensure that participants can make gradual progress toward self-sufficiency and toward their dreams for their families.

## Position: Workforce Specialist

The primary responsibilities of this position are to teach and facilitate job training and job readiness workshops, source employment opportunities and provide career coaching. The Workforce Specialist will also ensure that participants are taking part in all engagement opportunities in order to provide a one stop approach.

## Responsibilities

- Teach three to four classes per week with allotted prep time.
- Monitor and record student attendance.
- Maintain classroom attendance levels and keep communication with students who are absent.
- Integrate the popular education approach in curriculum planning.
- Select and develop appropriate materials and methods that encourage student achievement.
- Administer teacher-made pre/post classroom assessments.
- Support students to create a portfolio of their work on resumes/cover letters
- Incorporate student goals-setting into classroom lessons and review goals monthly.
- Incorporate Soft Skills Training in: communication, interviewing, conflict resolution, time management, customer service, and job searches/applications
- Participate in program planning meeting.
- Provide Career Coaching
- Ensure that program outcomes and progress are being achieved as required by funding sources and collaborative efforts.
- Participate in professional development workshops/meetings.
- Help promote our programs.



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- Protects participants' private and confidential information to the highest level of security according to agency standards.
- Track job placements and job retention.
- Maintain knowledge of the local and regional labor market.
- Attend agency meetings and initiatives as assigned.
- Any other duties as assigned by management.

### Qualifications

- Teaching experience strongly preferred, but not required
- Bilingual – English/Spanish
- Skilled at taking initiative, problem solving and working independently.
- Experience leading structured classes
- Knowledgeable in soft skills training
- Strong verbal skills to communicate effectively with staff, students, and community partners.
- Skilled at building interpersonal relationships to work effectively as part of a team and to manage class environments.
- Analytical, results oriented, critical and independent thinker
- Excellent organizational skills and ability to proactively manage multiple priorities
- Willingness to learn and practice LCW's Network-centric approach to community-building
- Remain focused in the face of pressure, deliver against timelines, not intimidated by tasks/time limitations
- Excellent written and oral communication and interpersonal skills
- Ability to work an occasional evening and/or weekend

### Compensation and Benefits

Salary: commensurate with experience

Benefits: Vacation, Sick Time, Health Insurance

**Please send cover letter and resume to:**

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