



## City of Central Falls Job Posting

<b>LOCATION:</b>	Rhode Island College Workforce Development Hub 934 Dexter Street, Central Falls, RI 02863
<b>POSITION TITLE:</b>	Coordinator of Workforce Development & Small Business Assistance
<b>DEPARTMENT:</b>	Department of Planning and Economic Development
<b>SALARY:</b>	\$65,000 per year for up to 3 years (plus benefit package) <i>Subject to grant fund availability</i>
<b>POSITION TYPE:</b>	Full-time

### **POSITION DESCRIPTION SUMMARY**

The Coordinator of Workforce Development & Small Business Assistance will be responsible for a wide range of workforce service activities related to the development of job placement opportunities and career pathways for Central Falls residents. To this extent, the Coordinator of Workforce Development & Small Business Assistance will develop relationships with small businesses in Central Falls and partner with them to create initiatives which promote employment opportunities and economic growth in the community.

### **DUTIES AND RESPONSIBILITIES**

- Provide day-to-day management of educational activities that promote the development and provision of programs to meet employer needs and advance the City's workforce development goals
- Identify, develop, and maintain workforce development partnerships and network with other program coordinators
- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction
- Assess the staffing needs of businesses and track employment placement and retention outcomes for resident participants
- Screen job seeker resumes, facilitate interviews, provide quality referrals to employers for employment and maintain an updated internal candidate pool

- Organize, plan, and execute workforce development events as necessary for various assigned projects
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars
- Provide input to Director of Planning and Economic Development and make recommendations for improvements to programs and the department
- Perform other related duties as assigned by the Director of Planning and Economic Development

### **ELIGIBILITY CRITERIA**

- Must be at least 18 years old
- Ability to pass a background (BCI) check
- Must have completed a full vaccination series against the COVID-19 virus

### **QUALIFICATIONS, EDUCATION, AND EXPERIENCE REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Bachelor's degree in business, human resources, or related field required
- At least two (2) years of experience, training or knowledge about workforce development, candidate screening and project management
- Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision
- Skilled coordinating a variety of projects simultaneously
- Ability to demonstrate flexibility and creativity
- Working knowledge of MS Office Suite (Word, Excel, PowerPoint) and basic Internet research techniques
- Strong organizational and interpersonal skills are required
- Able to work effectively under time pressure and/or deadlines
- Excellent verbal and written communication skills

### **PREFERENCE IN HIRING WILL BE GIVEN TO:**

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

## **REASONING ABILITY**

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

## **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **EQUAL OPPORTUNITY EMPLOYER**

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <https://www.centralfallsri.gov/city-clerk/page/title-vi-nondiscrimination>.

## **APPLICATION INSTRUCTIONS**

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: [ldias@centralfallsri.us](mailto:ldias@centralfallsri.us).

Applications can be found on our website at [www.centralfallsri.us](http://www.centralfallsri.us) under Human Resources/Employment.

Closing Date: Open until filled