Strength to Love II (S2L2)  
a program of Intersection of Change

Job Title: Workforce & Career Development Counselor

Compensation: 30 hours week at $20 per hour. Position expected to run between July 2020 to January 31, 2021

Nature of work: Managing the Strength to Love II (S2L2) Workforce Development program for disconnected youth ages 18 to 24 years in the Sandtown-Winchester, Upton and surrounding communities of west Baltimore city. The model combines paid job training to work as farm workers on the S2L2 farm along with classroom instruction and career development services to ensure youth gain and retain employment and move towards self-sufficiency. This position is responsible for the development, implementation, management, and case services of the program.

To apply for position: If interested, send resume with cover letter (explaining your interest and how the position is a match for you)

Submit by 7/13/20 to: Amelia Harris  
Interim Program Director  
Strength to Love II  
ameliaharris@intersectionofchange.org
No phone calls please

Primary Responsibilities:
• Manage all workforce development activities (recruitment and retention, enrollment, coordinate trainings with partners)
• Teach life skills and work readiness class based upon best practices and research based curricula that includes: resume writing, mock interviews, career exploration, job search, etc. (On-line)
• Maintain classroom and participant documentation and data. This includes but is not limited to attendance, academic and career assessments, resume worksheets, and cover letters, and TABE
• Writes weekly case notes for each job seeker, highlighting topics reviewed, participation, and progress towards job readiness
• Maintenance of data management systems needed for reporting, compliance, evaluation, and participant paid internships and stipends
• Develop program materials (brochure, calendar, participant handbook, curriculum, data management systems to track program outcomes)
• Maintain career development files documenting clients progress
• Build strong partnerships with local agencies/businesses to gain employment opportunities for clients
• Perform all other duties as assigned by supervisor and coordinate with fellow S2L2 team members

After participants graduate from the program - alumni support:
• Ensure weekly phone calls with participants for 90 days after Graduation to ensure retention and strong performance on the job
• Visit graduates on-the-job as needed to coach and support towards retention and strong work performance
• Address life issues that "get in the way" during the program and in the first three months of employment
• Consistently track interactions and update participant files

**Qualifications:**
• Bachelor’s Degree and/or three (3) years working in a Workforce Development Program and/or Case Management Services for underserved populations.
• Able to multi-task effectively in a fast-paced environment
• Able to communicate effectively with all clients and partnerships
• Able to build and maintain collaborations and partnerships with agencies and businesses

**Knowledge:**
• Experience working with and in racially and culturally diverse communities
• Strong computer knowledge including Microsoft Word, Excel, Google Docs, etc. and ability to do basic graphic design and website updates (On-line distance learning preferable)
• Spreadsheet creation and interpretation
• Basic understanding of accounting procedures
• Database management

**Skills and Abilities:**
• Ability to work as a team leader with strong supervisory skills
• Possesses training and/or prior work experience in problem solving, leadership, conflict management, and change management
• Demonstrated ability to manage and prioritize large volumes of activity
• Demonstrated ability to show accuracy, timeliness and follow-up on tasks
• Ability to interact positively and with compassion
• Excellent verbal and written communication skills
• Ability to make sound decisions

**About Intersection of Change and Strength to Love II**

Intersection of Change is a community nonprofit dedicated to addressing poverty related issues in west Baltimore. The organization operates multiple programs including Strength to Love II (S2L2) which operates a 1.5 acre urban farm in west Baltimore’s Sandtown-Winchester community to offer employment to citizens returning to the community from incarceration.

The Strength to Love II farm includes 14 greenhouses and uses environmentally sustainable methods to grow high quality produce for local consumption, address community food apartheid issues, and offers employment to ex-offenders and underserved populations. S2L2 sells its produce at a local community market, local restaurants, and farmers markets. The second year of the workforce development program will begin in July of 2020 and serve 15 youth ages 18-24.