



Workforce Development Program Coordinator

Reports To: Deputy Director

Description:

No Boundaries Coalition seeks a coordinator to assist with the planning and execution of our Fresh! Workforce Development Program (FWFD).

The Fresh! Workforce Development Program, (FWFD), provides job-training and part-time employment for emerging adults aged 18-24 with barriers to employment. The FWFD Program seeks to provide 8 or more participants with 12 weeks of training and work experience twice a year. Upon completion of the FWFD Program, the goal is for participants to utilize the job search, interviewing and work experience skills that they gained at NBC to secure a job elsewhere. The primary work location is at the Historic Pennsylvania Avenue Market located at 1700 Pennsylvania Ave, Baltimore, MD 21217; however hybrid options are available.

The Coordinator will focus on three major areas:

1. Recruit participants for each program cycle and perform outreach to community and collaborating organizations.
2. Recruit and engage volunteers in all aspects of the program, (participant recruitment, program delivery, as mentors, for employer referrals, etc.).
3. Assist in establishment of Business Advisory Council for Fresh! WFD Program; recruit and maintain employers, entrepreneurs, and business professionals, especially in the health and food industries, providing a network of employers for Fresh! WFD graduates.

Responsibilities:

RECRUITMENT FOR PARTICIPANTS/OUTREACH TO COMMUNITY:

- Assume the lead role in program participant recruiting efforts by:
 - preparing/distributing program notification fliers of application sessions.
 - communicating with sources for participant referral to alert them of enrollment periods.
- Promote the program at events within the local community.
- Assist in developing program marketing materials including brochures and other methods to advertise program services;
- Prepare/deliver program info sessions to applicable private, public, and faith based individuals, organizations, and agencies within the local community.

COORDINATION:

- Develop and maintain collaborative relationships with mission-aligned organizations.
- Prepare applicant materials for review and interview process.

"deconstructing boundaries, building commUNITY"

P. O. Box 12825, Baltimore, MD 21217 | 410-800-2452 | www.noboundariescoalition.com



Workforce Development Program Coordinator

- Develop and conduct alumni support events.
- Work with the Deputy Director and Kitchen Manager to develop intern schedules.
- Coordinate and disseminate information to staff and others, as needed.

VOLUNTEER RECRUITMENT/ENGAGEMENT:

- Engage volunteers in WFD Program as committee members, mentors, employers, etc.
- Post on Facebook & Instagram 1-2 times weekly with upcoming recruitment, volunteer opportunities, events, and updates from the WFD program.

EMPLOYER ENGAGEMENT:

- Work with DHFJ to put together a Business Advisory Board.
- Recruit and develop employer relationships as mentors and for employment for WFD participants.
- Incorporate employer feedback into program delivery.

COMPLIANCE:

- Regular attendance and punctuality to all in-person and virtual meetings and events.
- Act as a positive role model for employees, WFD Interns, and customers in all aspects of professional performance and professional appearance.
- Follow all company policies and safety procedures.
- Participate in professional development through appropriate conferences, workshops, or webinars.
- Handle all WFD Intern information with confidentiality.

Skills & Characteristics:

- Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision.
- Great follow-up skills.
- Experience in networking, cold calling, promoting and sales.
- Able to assertively and respectfully enforce rules as needed.
- Ability to demonstrate flexibility and creativity.
- Excellent time management, scheduling, and planning skills.
- Excellent written and oral communication skills.
- Ability to interact with a variety of people and motivate staff to the highest level of productivity.
- Commitment to learning.



Workforce Development Program Coordinator

Physical Demands:

- Willingness to work in the elements (heat, rain, cold, temperatures, etc.).
- Ability to work irregular and long hours as needed, including early mornings, evenings, and weekends.
- Ability to lift 25-30 lbs.
- Must possess a valid driver's license.

Desirable Characteristics

- Experience with training and/or workforce development with emphasis on resume building, interviewing, networking and social media.
- Knowledge of or experience with non-profits and experience working with volunteers.
- Strong local connections or network.
- Knowledge of mission, objectives, policies, programs, and procedures of the principles and practices of non-profit organizations.
- Enthusiasm for No Boundaries Coalition's mission.
- Working understanding of food justice, food sovereignty and food apartheid preferred.
- Able to work effectively under time pressure and/or deadlines.
- Willingness to work flexible, varying hours, including evenings and weekends as needed.

Terms and Compensation

This is a part-time, hourly position, the pay rate will be \$15 an hour for 20-30 hours a week. Also, this position is an exempt, at-will position with health benefits and paid leave. The incumbent may be removed, without any finding of cause, by the hiring authority.

Interested candidates should submit a cover letter, professional references and a relevant resume to info@noboundariescoalition.com with the subject line WFD Program Coordinator.

As an equal opportunity employer, No Boundaries Coalition is committed to recruiting, retaining and promoting employees who are reflective of Baltimore's diversity.