



WORKFORCE DEVELOPMENT DIRECTOR

Building One Community (“B1C”) seeks a highly organized and experienced **Workforce Development Director** to oversee all areas of workforce development at B1C. Our Workforce Development Program teaches the skills low-income immigrants need to earn a living wage and become self-sufficient contributors to our local economy and community. The program comprises a Skills Development program that offers stackable jobs skills training in growth industries, vocational English instruction that is tailored to each skill track, and a Hiring Site that provides job placement assistance. This exempt, full-time position reports to the Deputy Director.

Duties:

Responsibilities will include, but are not limited to:

- Supervise department staff: Workers’ Coordinator, Outreach Coordinator & Technology Specialist
- Direct strategy for Workforce Development programs and implement industry best practices
- Monitor and evaluate department programs; adjust for future cycles and ensure effective integration and workflow between initiatives
- Pursue partnership opportunities to enhance and support Skills Development & Hiring Site programs
- Network with area companies and implement industry-specific councils to bring resources and jobs to participants
- Support an effective job referral service to increase job placement for workers and program graduates
- Directly manage the Immigrant Entrepreneur Incubator Program
- Implement recruitment strategies to expand participation in department programs
- Analyze monthly program data and produce reports that inform programmatic decisions and report activities to funders; provide timely information for grant proposals
- Manage the department’s budget; participate in strategic and financial planning with senior B1C management

Required skills and qualifications:

- Fluent verbal and written Spanish and English skills required, French/Creole a plus
- Bachelor’s degree required; master’s degree in business or non-profit management preferred
- 3+ years of management experience required
- Previous experience in nonprofit/community service setting required
- 3+ years relevant workforce development experience preferred

- Demonstrated strategic planning experience required; understanding of Theory of Action and Results Based Accountability (RBA) frameworks a plus
- Data management experience required; knowledge of Salesforce a plus
- Comfort with public speaking and networking
- Ability to work independently across multiple projects
- Belief in B1C's mission and goals

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford, Connecticut area. Building One Community's mission is to advance the successful integration of immigrants and their families.

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. Resumes without a cover letter will not be reviewed; no telephone calls please.

Building One Community is an Equal Opportunity Employer