



## READY TO WORK ORGANIZER Job Announcement

The LA Black Worker Center (LABWC) seeks a Ready to Work Organizer who is ready to make history while working with the first Black Worker Center in California, an emerging lead voice on Black work and economic justice. The Ready to Work Organizer will help build our Ready2Work workforce development program by providing career-planning services to assist our members with job placement and support for maximum career retention results! Ideal candidates must possess a demonstrated commitment to self-determination for the Black community, social change strategies and the ability to empathize and build relationships with Black workers.

### DUTIES & RESPONSIBILITIES

- Conduct member assessments to determine eligibility for the Ready2Work program; including screening, intake and documentation verification;
- Ensures member intake forms and other documentation are complete and accurate; enter all required program information into the database management system;
- Develop employment plans, identifying barriers to employment and refer members to appropriate resources;
- Work in partnership with mentors to provide ongoing counseling to members for employment challenges, solution recommendations and/or supportive services;
- Support the facilitation of readiness workshops that prepare our member for real-life business needs and expectations;
- Monitors and evaluates member's progress through the Ready2Work program components; report any findings or observations immediately to help increase member performance success;
- Maintaining a strong supportive relationship with program participants through consistent communication and in-person visits;
- Connect members with available employment opportunities offered through the Read2Work program;
- Develop a comprehensive retention strategy with the Ready2Work team to ensure member successful progress through their first year of employment;
- Attend job fairs, conduct special workshops, group orientations, or perform other training and outreach activities;
- Maintain positive working relationships with employer contacts to foster an ongoing pipeline for candidate referrals to position opportunities;
- Participate in LABWC activities, staff and team meetings, trainings and events.

**QUALIFICATIONS:** The ideal candidate must demonstrate a commitment to social and economic justice, and building collective power for workers. The candidate must be proactive, have strong work ethic with a team-oriented approach.

- A minimum of 2+ years' experience providing job development, job placement, and job retention services;
- 1-year experience conducting workshops and/or groups orientations;
- Excellent analytical, written and verbal communication skills;
- Proficiency in Microsoft Office , Google Docs, internet research, and social media;
- Excellent interpersonal and customer service skills;
- Valid California driver's license, automobile, and evidence of automobile liability insurance.

**COMPENSATION:** Full-time, one-year temporary position up to \$18 hour depending on experience

**Application Process:** This position is available immediately. Email cover letter and resume to [careers@lablackworkercenter.org](mailto:careers@lablackworkercenter.org), add "Ready to Work Organizer" in the subject line. No phone calls, please.

*LABWC, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. The LABWC is also an affirmative action employer. People of color, women, and LGBTQ are strongly encouraged to apply.*