



Wisdom of the Elders

Committed to Native American cultural sustainability, multimedia education and race reconciliation

Position Opening: Green Workforce Academy Project Coordinator

Summary: Culturally responsive educators and workforce development professionals are invited to apply for the position of **Green Workforce Academy Project Coordinator**. This individual will manage a pilot green workforce training program targeted toward members of communities historically underrepresented in the mainstream environmental movement, including African American and Native American communities. Seven vibrant collaborative partners in the Green Workforce Collaborative include The Blueprint Foundation (TBF), Native American Youth and Family Center (NAYA), Self Enhancement Inc. (SEI), The ReBuilding Center, Second Chances Are for Everyone (SCAFE), our fiscal partner Ecotrust and Wisdom of the Elders, Inc.

The Green Workforce Academy Project Coordinator will possess skills to plan, organize, develop and implement the Green Workforce Training Program. They will be responsible to:

Develop project educational outreach and recruitment:

- * Develop culturally appropriate materials to promote the Green Workforce Training program
- * Distribute the opportunity to individuals and groups where potential trainees may congregate (churches, schools, recreational centers, gatherings, community centers, etc.)
- * Create a community resource network for Green Workforce trainees
- * Recruit trainees from African American, Native American, and other underrepresented communities

Support Green Workforce Academy curriculum development and implementation:

- * Support development of workforce hard skills curriculum
- * Coordinate workforce readiness soft skills curriculum
- * Coordinate implementation of pilot training program for 10 young adults of color
- * Refer trainees to complementary services as needed

Support Green Workforce Collaborative activities that fulfill program requirements:

- * Coordinate monthly Collaborative core team meetings
- * Manage ongoing email, phone and other communications among the Collaborative members
- * Convene quarterly large-group, cross-sector Collaborative working sessions
- * Support 1-2 networking sessions to connect trainees with prospective employers and additional opportunities
- * Provide written and oral reports as required to fulfill project objectives
- * Other duties as assigned to reach project goals and objectives as outlined in the contract

Qualifications: The successful individual will possess the following: Experience in culturally responsive education, job training and workforce development settings; Established relationships within relevant ethnic and cultural communities; Success in community organizing, social services, community health care or affordable housing a plus; Commitment to exemplary cultural values essential to restoring individuals and families is a plus; A track record of success and spirit of collaboration with proven ability to work and communicate with efficiency, flexibility, diplomacy, tact and good humor; Experience working with youth and young adults; Self-disciplined in work responsibilities, responding with enthusiasm and imagination; Strong organization and communication skills; Bachelors degree or higher, OR any combination of education and experience that provides the knowledge, skills and abilities necessary to successfully perform position responsibilities

Salary and Benefits: The position will be 0.75 FTE with salary of \$30,000 with possible increase to full-time and future medical benefits. Duration: 1 year, renewable contingent on funding. Reports to Wisdom of the Elders, Inc.

To Apply: Submit one file with both cover letter and resume to gerry@wisdomoftheelders.org using Subject Line: Wisdom Green Workforce Project Coordinator. Application deadline 3/30/2018; anticipated start date April 2018.

Wisdom of the Elders, Inc.
3203 Se 109th Avenue
Portland, OR 97266

(503) 775-4014
rosehb@wisdomoftheelders.org
www.wisdomoftheelders.org