



Hispanic Unity of Florida Job Description

Job Title: Director, Workforce Education Initiatives
Department: Economic Development
Reports To: VP of Programs
Classification: Exempt- Full Time

CHANGE LIVES AND MAKE A DIFFERENCE!

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we encounter. Those values include but are not limited to: *Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration, and teamwork.*

Job Description:

Hispanic Unity of South Florida is actively seeking a committed and passionate professional specializing in Workforce Education to join our team in the capacity of **Director, Workforce Education Initiatives**. In this pivotal role, the Director will be responsible for managing comprehensive programs that are integral to our mission of empowering our community. Key responsibilities include providing top-tier education and training opportunities that pave the way for sustainable employment and entrepreneurship. These initiatives are designed to empower our community members and provide them with the tools and resources they need to achieve financial stability and independence.

The Director's role will be instrumental in promoting workforce education and nurturing entrepreneurship within our community, thereby contributing significantly to wealth building initiatives. HUF looks forward to welcoming a dedicated professional who shares our vision and is passionate about making a positive impact in our community.

Responsibilities:

1. Program Development:
 - Design, develop, and implement comprehensive workforce education and entrepreneurship ensuring they are tailored to the needs of our community and in alignment with industry standards, employer needs, and workforce trends.
 - Collaborate with subject matter experts, instructional designers, and program managers to ensure the effectiveness of training partners and the quality and relevance of training content and materials.

2. Participant Support and Guidance:
 - Provide individualized support and guidance to program participants, including career and academic counseling and goal setting for business ventures.
 - Conduct regular check-ins and assessments to track participant progress towards sustainable employment.
 - Connect participants with additional support services, resources, and opportunities as needed.

3. Outreach and Recruitment:
 - Develop and implement outreach strategies to promote workforce education initiatives and recruit participants from the community.
 - Build and maintain partnerships with local businesses, educational institutions, government agencies, and community organizations to expand program reach and access.

4. Employer Engagement and Partnerships:
 - Cultivate and maintain relationships with employers, industry associations, labor unions, and other key stakeholders to identify workforce needs, job opportunities, and employer-driven training initiatives.
 - Collaborate with employers to develop work-based learning opportunities, apprenticeships, internships, and on-the-job training programs that lead to sustainable employment outcomes.
 - Facilitate employer presentations, job fairs, and networking events to promote workforce development initiatives and connect participants with employment opportunities.

5. Data Management and Evaluation:
 - Use data-driven insights to continuously improve program design, delivery, and impact, including the effectiveness of our workforce education initiatives.
 - Prepare reports and presentations for internal and external stakeholders to demonstrate program success and inform decision-making.

Qualifications:

- Education: Bachelor's degree in education, workforce development, human resources, or a related field. A master's degree is preferred, especially with a focus on workforce education.
- Experience: Minimum of 3 to 5 years of experience in workforce training, adult education, or a related field.
- Knowledge: Strong knowledge of workforce development principles, practices, and strategies.
- Program Development: Experience in workforce program development, design, and adult learning theory. Ability to design and implement programs that promote workforce education.

- **Communication Skills:** Excellent communication, facilitation, and presentation skills. Ability to effectively communicate the benefits of workforce education to diverse audiences.
- **Relationship Building:** Ability to build and maintain effective relationships with diverse stakeholders, including employers, community partners, and program participants. Experience in engaging stakeholders in initiatives related to workforce education.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Proficiency in Microsoft Office Suite and learning management systems.
- Commitment to diversity, equity, and inclusion in all aspects of program design and delivery.

Working Environment:

The work for this position may be done from a remote location as well as in the office. The remote office should be held to the same private and confidential standards. The person must be able to travel back and forth from HUF locations and home as needed. Employees who are eligible to work hybrid are responsible for adhering to the agreed upon schedule dictated by their immediate supervisor.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Title: _____

This job description does not alter your "at-will" status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. Employees understand that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.