

Pathway Builder Job Description

The Pathway Builder will work to ensure that refugees can equitably access the resources from mainstream employment programs and build coalitions of support in the community. The Pathway Builder will work diligently to break down barriers and build relationships with local workforce development agency, employers, and community colleges to ensure refugees have equitable access to training and advancement opportunities. The Pathway Builder will also work to identify, train, and convene of coalitions of champions that will work to shift negative narratives about refugees and promote inclusive communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a landscape analysis to identify 1) career paths with tangible, transparent opportunities for salary and skills growth, 2) training, including bridge programs and funding, and 3) the barriers for refugees in accessing those opportunities.
- Establish and maintain working relationships with employers:
 - Seek and advocate for enhancement of refugee employment opportunities.
 - Identify opportunities for career advancement for refugees and ensure the training participants are completing match the skills needed to fill workforce gaps.
 - Conduct trainings and/or support events to promote workplace inclusivity
- Work with institutions that offer & fund trainings to train staff on how to work with refugees and ensure refugees access vocational training opportunities.
- Identify potential champions within workplaces and neighborhoods (ie faith leaders, neighborhood associations and community leaders) and train champions as facilitators of inclusion and narrative change.
- Work with champions to plan and implement connection events that promote inclusivity
- Maintain records documenting partnerships forged and trainings conducted
- Work with LIRS and academic partner to conduct a robust evaluation.

QUALIFICATIONS

- Ability to market refugees and immigrants as potential employees and agency services to businesses.
- Past experience in job development and coalition building preferred
- Ability to build and maintain relationships and partnerships with diverse stakeholders
- Ability to make and maintain a connection with one stop career centers
- Ability to read, analyze and interpret general business and technical documents or instructions related to employment programs and businesses.
- Ability to contribute to reporting with accurate data about employer connections and workforce center partnerships.
- Ability to facilitate trainings and workshops with workforce staff, employers, and champions
- Cross cultural sensitivity and knowledge with the ability and desire to work with people of other cultures.
- Ability to track and report data regularly
- Functional fluency in one or more foreign languages preferred.

We are an Equal Opportunity Employer, Disability, Gender Identity, Race, Sex, Sexual Orientation, Veteran Status.