



Open Position: Good Jobs Coalition Coordinator

HIGHLIGHTS

Full-Time Position

In-Person in Chelsea, MA

Salary Range: \$45,000 – \$55,000/year, with flexibility for the right candidate

Bilingual English/Spanish Required

The Good Jobs Coalition Coordinator is responsible for coordinating the activities of a city-wide coalition established in 2018, bringing together non profit organizations, local government, a community college, and a workforce board. The main responsibility of the Coordinator is to facilitate the progress of the GJC Workplan, which was derived in part from the City of Chelsea's Workforce Development Action Plan.

The Chelsea Good Jobs Coalition engages the city, businesses, and local non-profits to create an economically stable and mobile employment pipeline for the residents of Chelsea and other Metro North communities. The GJC focuses on mitigating socioeconomic and institutional constraints through building shared systems, referrals based on organizational specializations, alignment on political efforts, and collective action in equitable labor advocacy.

The Coordinator provides leadership and administrative oversight for Coalition partners in line with goals and objectives of the Coalition's Work Plan, City of Chelsea Workforce Development Action Plan, the MassUp Partnership, and MassHire. Key duties include:

- Maintain data and strategy for state legislative proposals related to labor rights and workforce development resources, including the scope of work and deliverables of any grant agreements and contracts being undertaken under the GJC banner.
- Develop agendas and materials for monthly Coalition meetings, monitoring action items as progress toward Workplan goals
- Develop and maintain a public-facing calendar of GJC programming and an internal calendar of anticipated programming
- Maintain data on direct services offered under the GJC logo

Education and Experience Requirements:

- Bilingual in Spanish and English required
- Associate Degree in Human Services, Business Administration, Public Health, Education, or related field.
- 1-3 years of experience in workforce development or related field (other social services, public health, psychology, social work) required
- Preferred candidates will have a strong knowledge of the Metro North labor market, the socioeconomic and institutional barriers to equitable employment for MN communities, and organizations involved in mitigating those barriers
- Cultural safety and sensitivity, specifically with Latinx and immigrant communities
- Enthusiasm for workforce development and community outreach

La Colaborativa is committed to diversity, equity and inclusion in hiring and it's important to us to bring members onto our team who are passionate about our mission and reflect the BIPOC, immigrant, and Spanish-speaking backgrounds of the communities we serve. If you are an interested applicant and do not check all of the boxes above, please still reach out to see if you could be a good fit for our growing team.

To Apply:

Submit a resume to Philip White, Director of Workforce Development: philipw@la-colaborativa.org