



Job Description

The Economic Opportunity Coordinator is responsible for developing and leading Piedmont Housing Alliance's Community Wealth-Building Program, a new multi-faceted initiative that aims to build resident income, household economic resilience, and community opportunities for residents at Friendship Court. The Economic Opportunity Coordinator will have the expertise and entrepreneurial spirit to explore, partner, and innovate a robust, impactful program specifically aimed at disrupting a history of generational poverty.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Leads Piedmont Housing Alliance's Community Wealth-Building Program to assist Friendship Court residents - adults and youth - build household income and economic resilience.
2. Builds relationships with families who live in the Friendship Court Community to develop an understanding of both existing economic opportunity and wealth-building successes, as well as current interests, skills, opportunities, assets, needs, and challenges.
3. Coordinates with Office of Economic Development and builds network of education, job training, employment assistance, workforce development, employer, child care, & transportation support.
4. Develops a direct, hands-on approach targeted at meeting Friendship Court adults and youth where they are with respect to their skills at looking for employment or advancing current jobs, working with them to identify potential opportunities, and providing job and financial coaching.
5. Updates, designs and implements a multi- year work plan to accomplish Community Wealth-Building Program goals
 - a. Pursue a variety of economic community wealth-building opportunities of which Friendship Court residents can take advantage.
 - b. Explore successful models that have trained and placed residents of low-income housing into construction jobs during the re-building of their communities.
 - c. Develop an ongoing process for connecting residents to jobs, job training and related resources.
 - d. Co-create a Community Wealth-Building Program with residents that emphasizes their personal agency and choice and increases the range of options available to them.
6. Achieves Community Wealth-Building Program objectives:
 - a. Apply to HUD to offer the Family Self-Sufficiency (FSS) program at Friendship Court.
 - b. Connect residents to job training and related resources.
 - c. Explore options of housing developments affiliated with worker-owned cooperatives.
 - d. Connect residents with resources for start-ups and small businesses.
 - e. Create workforce development opportunities for residents specifically related to the redevelopment process.

7. Recruits, manages and sustains volunteers involved in economic opportunity efforts.
8. Tracks and reports on program strategies, activities, accomplishments, and outcomes.
9. Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to create, implement, and grow programs or initiatives.
- Understanding of how business and jobs intersect.
- Understanding of both the existing workforce development opportunities and the challenges in accessing them.
- Entrepreneurial in building, managing, and enhancing supportive relationships and partnerships.
 - Creative, analytical, self-starter with proven ability to work independently.
- Ability to inspire and motivate others to take action.
- Proven accountability for work and its outcomes.
- Ability to independently produce reports on strategies, activities, accomplishments and outcomes.
 - Good comprehension and communication skills, with the ability to listen and understand.
 - Good facilitation, collaboration, and decision-making skills.
- Personable, enthusiastic, positive, trustworthy, and honest.

QUALIFICATIONS

- Minimum of two years of employment coaching, job training, workforce development or related experience.
- Familiarity with non-wage income sources.
- Strong computer skills, with working knowledge of Microsoft Office.
- Flexibility with regard to work hours, as this position may require evening and weekend hours.
- Ability to successfully pass a background check and other pre-employment screening.

PHYSICAL REQUIREMENTS

- Able to lift & carry items up to 15 lbs.
- Able to sit at a desk comfortably while working on a computer.
- Able to hear and speak to people in person and/or by phone.
- Able to see and read on computer screen and paper.
- Able to use hands and fingers to operate equipment such as a computer, copier, phone, etc.

Piedmont Housing Alliance is an Equal Opportunity Employer. We are committed to building a team that values diverse perspectives, inclusive policies, and equitable practices. Candidates of all races, ethnicities, nationalities, religions, genders, sexual orientations, ages, and abilities are encouraged to apply for our employment opportunities.