



Job Description

Position Title: ANIMO Apprenticeship Case Manager

FLSA Status: FULL TIME, exempt

Department: Youth Services

Reports to: Director of Youth Services

Pay Range: \$29.85-\$31.50, DOE

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

In 2030, Latinos are expected to make up 78% of the American workforce. As a rapidly growing demographic, El Centro De La Raza recognizes that offering livable wage career opportunities that allow people to stay in their community is essential. For Latinx youth not wanting to pursue higher education, apprenticeship offer access to livable wage careers that can support the industry growth being experienced in the Pacific Northwest. Our ANIMO Apprenticeship program aims to enroll and support completion of apprenticeship programs for young people across South King County. Through case management, our goal is to propelling young people to step into leadership role within construction, maritime and green deal careers.

The 'ANIMO' program seeks to hire an Apprenticeship Case Manager to lead recruitment and referrals towards apprenticeship programs. By presenting a various high schools in the region, the ANIMO case manager will inform soon to be graduates about apprenticeship opportunities and offer case management to help scholars launch their careers. We are seeking a dynamic presenter, who can connect with young people and their families to support apprenticeship enrollment and completion. Are you passionate about providing young people culturally affirming career counseling? Apply to join our team and help elevate the 'ANIMO' of our juvenes!

ESSENTIAL QUALIFICATIONS:

- B.A. degree in Communications, Marketing, Construction Management, Education and/or Related Field
- 3-4 years of youth development experience or transferrable skills teaching or facilitating groups.
- Demonstrated involvement and knowledge of Latina/o and diverse community issues and a proven record of involvement and knowledge of social justice issues or union organizing experience.
- Bilingual in English and Spanish. Must have excellent oral, written and organizational communication skills.
- Strong computer skills in Microsoft Office.
- Must have a car and a valid Washington driver's license and show evidence of insurability.

ESSENTIAL FUNCTIONS:

- Build outreach strategy to target graduating Latinx youth seeking post-secondary options outside of higher institution, with a focus on livable wage jobs in construction, maritime and green deal careers.
- Host monthly workshops in collaboration with South King County high schools of the following districts: Federal Way, Auburn, and Highline.
- Enroll 50 apprenticeship prospects and offer career counselling and career management service through completion of apprentice program.
- Provide leadership and job readiness development opportunities monthly to those enrolled on caseload.

- Connect to resources around basic needs to include household supports.
- Attend community outreach events to inform larger community of apprenticeship and port related job; this includes El Centro sponsored events as well as external partner events.
- Connect with industry partners to stay informed on apprenticeship opportunities.
- Organize field trip opportunities to share with prospective apprenticeship applicant hands on responsibilities of work in the construction, maritime and green deal careers.
- Manage and supervise the data entry on the different software programs, ensuring accuracy, and timeliness. (Salesforce, excel sheets, etc.)
- Attends weekly program meeting with the Youth Service Director, Charlas, youth team meetings, and approved program-related meetings or trainings.
- Performs other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Must perform in a professional manner at all times.
- Must be able to work with participants from a variety of ethnic and cultural backgrounds. have a proven ability to work well under pressure.
- Must be able to maintain confidentiality on participant's documents.
- Must be highly organized, self-motivated, multi-tasked, detail-oriented, and team-oriented.
- Must be able to maintain effective relationships with co-workers, participants, parents, community representatives, and the public.

WORKING CONDITIONS:

This position requires frequent fieldwork including: outreach at community events, travel to South King County schools and/or in person workshops. Must be prepare for travel within region, mileage reimbursements are provided. There will be opportunity for some hybrid/ 'work from home' hours, max of 2 days per week to focus on administrative task; 40 hours scheduled between 8:00am-6:00pm, Monday- Friday, with occasional evening and weekend events that can be flex with approval from supervisor.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Covid-19 Vaccination Requirement:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

El Centro de la Raza offers the following benefits to full-time staff:

· Medical and Dental Insurance with competitive employee and family rates. · Basic Life insurance provided at no cost to employee; option to buy up for additional coverage. · 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro. · 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment. · 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off. · 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December. · Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 5/2023