



Job Title: Full Time Temporary Workforce Stability Officer

Department: Planning and Economic Development

Hours: Variable up to 39 hours per week. May require some hours outside of normal City Hall hours.

Wage: \$30/hour, commensurate with experience.

This is a Non-Union Position

This is a COVID-related temporary position designed to serve as a resource, counselor, and guide for residents now unemployed or underemployed due to the changed economic realities created in whole or in part by COVID-19. The priority of this position is to find and develop opportunities, such as enhanced networks and programming strategies, to help Revere workers emerge from the Covid-generated economic crisis with improved job prospects and enhanced financial stability.

Essential Duties:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serve as the City's primary contact person for workforce development service inquiries.
- Liaise with State and regional agencies to track key workforce and unemployment trends.
- Monitor regional announcements for opportunities for Revere residents, and coordinate sharing of information through City and partner channels.
- Support development of an online resource hub with information for job and training seekers.
- Work with local providers to develop and deliver free or low-cost training content, including online training and education options.
- Utilize array of outreach tools and channels to boost awareness of available resources.
- Interpret and collect data to track trends or progress on residents' employment outcomes.
- Assess internet and technology barriers among job and/or training-seekers and identify strategies for meeting short-term needs.
- Seek and apply for potential grants or other funding opportunities to make this new position funding-neutral on city budget, to make this new officer position sustainable and budget-neutral in the longer term.

Qualifications:

- A Bachelor's or Associates degree
- At least 2 years experience in a social service or community engagement-related field, including experience with program development, online communications, and community outreach.
- Experience in government, nonprofit, or other public service-oriented position preferred.
- Revere residency preferred.
- Very good writing and research abilities.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Knowledge of federal and state unemployment programs and regulations; and of programs and service delivery models among local and regional workforce development providers.

Abilities:

- Strong customer service abilities a must.
- Ability to connect residents to resources.
- Ability to assist residents with resource applications or service referrals.
- Ability to assess gaps in available programs and develop strategies for addressing them.
- Ability to utilize technology and databases to provide education, assistance, and/or insights to resident and/or professional audiences.
- Ability to develop and maintain relationships with other City departments and outside partners, including local and state agencies, non-profit organizations, financial institutions, and local businesses.
- Ability to interpret data; and to analyze problems and find and articulate solutions and recommendations to residents, City officials, and outside partners.
- Ability to keep current with changing trends, data, legislation, and expectations for unemployment assistance, job training programs, and Covid-safe employment practices.
- Ability to complete work and make decisions independently.
- Spanish speaker preferred.

Skills:

- Excellent client service skills.
- Strong writing and presentation skills.
- Strong personal computing skills are required, including proficiency in Microsoft Word, Excel, and PowerPoint, and ability to manage a database.
- Grant-writing experience preferred.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements by October 7, 2020.