



Assistant Director of Workforce Strategies Position Description

Job Title	Assistant Director of Workforce Strategies	Hiring Manager	Denise M. Carter Denise.Carter@phila.gov
Department	Mayor's Office of Community Empowerment and Opportunity (MCEO)	Posting Date	03.20.17

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all residents have the opportunity to reach their potential.

Agency Description

MCEO is the Community Action Agency for the city and county of Philadelphia. MCEO seeks to align the city's efforts to lift individuals and communities out of poverty and increase opportunities for low income individuals and families using a "collective impact" model. The agency also acts as a convener, funder, and evaluator contracting with a wide variety of grantees to advance CSBG supported initiatives in benefit access, housing security, learning preparedness, financial security, and workforce development. To learn more about MCEO poverty goals please refer to the Shared Prosperity website <http://sharedprosperityphila.org/plan/>.

Position Summary

The Mayor's Office of Community Empowerment and Opportunity is searching for an **Assistant Director of Workforce Strategies** to coordinate the design, implementation and evaluation of Mayor Kenney's **City as Model Employer** strategy.

Over the next three years, the Managing Director's Office (MDO) will implement a new workforce development strategy titled **City as a Model Employer** aimed at creating viable pathways to permanent employment for 200 seasonal/temporary City workers. The initiative will focus on engaging individuals with barriers to employment, including disconnected youth and young adults, age 16-29; formerly incarcerated and justice-involved individuals; and adults lacking necessary workforce skills and credentials. The **City as Model Employer** strategy will focus specifically on establishing bridge positions that allow seasonal/temporary workers to develop the skills required to secure and retain entry-level positions with the City or an employer partner. The MDO will support seven departments in the pilot year of this initiative, with the goal of sharing best practices across agencies and building the infrastructure required to take the strategy to scale.

Essential Functions

The Assistant Director of Workforce Strategies will be responsible to:

- Work closely with designated staff across 7 City departments to inform the design, implementation and evaluation of the **City as Model Employer** strategy's pilot year. This includes:
 - Working with the Office of Human Resources to ensure the necessary systems are in place to support career pathway progression, addressing barriers as they arise in a timely fashion
 - Building systems to track the progress of program participants along a career pathway
 - Leveraging resources and partnerships to address common support needs across pilot departments
 - Identifying and scaling best practices across pilot departments
- Work with external partners to cultivate employment opportunities in the non-profit and public sector that align to temporary City positions
- Draw on lessons learned in the pilot year to scale a common model to new departments in years 2 and 3

Competencies, Knowledge, Skills and Abilities

The Assistant Director of Workforce Strategies will possess the following:

- Ability to establish relationships with cross sector partners and to work as a part of a collaborative team
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion
- Solutions-focused orientation to problem solving
- Willingness to tackle the challenges that come with driving innovation
- Outstanding oral and written communication skills
- Strong time management and organization skills
- Attention to detail and commitment to producing quality work
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook

Qualifications (Education and Experience)

Required Qualifications:

- Bachelor's Degree required, advanced degree preferred
- Minimum of 3 to 5 years of relevant experience in government, education, workforce, human resources and/or program development and implementation
- Experience working with disconnected youth and young adults, returning citizens and/or individuals with barriers to employment
- Experience with database management, and recording and tracking of data
- Demonstrated commitment to diversity and cross-cultural issues

Preferred Qualifications:

- Experience with and knowledge of City government and/or the public workforce system
- Knowledge of city, state and federal workforce policies and initiatives
- Knowledge of local and national organizations that offer workforce training, career development services and post-secondary credentials

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Additional Information

Applicants should submit a cover letter, resume, reference, and a two-page writing sample as one combined PDF document to Denise M. Carter, Human Resources Specialist at Denise.Carter@phila.gov.

Successful candidate must be a City of Philadelphia resident within six months of hire.

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