



## **Workforce Development Vocational Assistant Job Description**

**Classification and Time:** Full-time, temporary through April 30, 2025

**Hourly rate:** \$32 - \$34 DOE

**Hours:** 40 hours per week; Monday-Friday and some Saturdays

**Benefits:** 100% Employer-paid health, dental and vision per FUF Employee Handbook

**Reports to:** Workforce Development Program Manager

**Date:** September 2024

### **Position Summary**

The Vocational Assistant will play a crucial role in supporting Workforce Development program participants as they develop skills for meaningful employment. This includes coordinating with various partners and workforce development staff to schedule professional development trainings and educational field trips throughout the year, as well as support participants in accessing social services to overcome barriers to employment. The position is part of the Workforce Development team and regularly collaborates with staff, participants, and program partners to meet grant deliverables, as well as internal and external tracking efforts.

This position requires strong organizational and communication skills in English. The work involves a combination of office and field work. Strong people skills are required along with a high level of cultural and emotional competency. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

All FUF employees are required to be vaccinated against COVID-19 as a condition of employment. The Vocational Assistant position currently operates in a hybrid model and will spend approximately 70% of their time working in the office in the Presidio and 30% working 'in the field' supporting program delivery, staff supervision, and program outreach.

### **Details and Responsibilities**

#### **Partner Coordination (60%)**

##### ***Establish and Manage Connections with Employment Partners***

- Establish and maintain relationships with apprenticeship and job placement programs at public and private employers
- Help program participants complete and submit applications to these programs

- Maintain data on participant job applications and successful placements

### ***Coordinate Professional Development Trainings***

- Assist workforce development managers with scheduling partner-provided professional development trainings on topics such as resume writing, interview skills and job search strategies; coordinating directly with partners on behalf of managers
- Collaborate with instructors, trainers, and external partners to ensure high-quality, relevant training content
- Monitor participant progress and provide feedback to ensure successful completion of trainings

### ***Plan and Execute Field Trips:***

- Schedule and coordinate outdoor educational field trips for workforce development programs; communicating with partners and sites as needed
- Liaise with employers and community partners to create meaningful site visits that provide participants with insights into various industries and careers
- Ensure all managers and participants have the necessary information and resources to fully benefit from field trips
- Communicate accurate information regarding the workforce development programs and the organization with partners
- Track correspondence with partners using various digital platforms, including Salesforce and Google Drive
- Coordinate payments for partner-provided services and fees in a timely and organized manner

### **Support Participants in Connecting with Social Services (20%)**

- Assist in building and maintaining a directory of local social service agencies and organizations
- Work with managers to identify participants' needs for social services and connect them with appropriate resources such as housing assistance, childcare, transportation, and mental health services
- Track and document participant progress and outcomes related to social services

### **Program Delivery and Support (20%)**

- Assist workforce development managers with staff supervision and management as needed
- Drive company vehicles responsibly and safely to transport staff and materials
- Participate in trainings and field trips to support with programming logistics

### **Desired Qualifications**

- A passion for urban sustainability and commitment to inclusive community engagement
- Comfort and skill in communicating and collaborating with diverse audiences

- Experience working with and supporting youth and young adults with traumatic histories
- Experience managing administrative tasks, including contracts and invoices
- Excellent writing, editing, verbal, presentation, and analytical skills
- Excellent verbal and written communication skills in English
- Working Familiarity with Google Office Suite, Salesforce CRM or similar platforms preferred
- Maintain a valid CA driver's license with a clean driving record
- Provide a Department of Justice record check and fingerprinting per California Penal Code section 11105.3 to be able to work with minors in the Green Teens Program

### **Compensation and Benefits**

The Workforce Development Vocational Assistant position is full-time, temporary with an hourly pay rate of \$32-\$34, depending on experience. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). This position accrues paid time off.

### **Equal Employment Opportunity**

Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

### **Work Environment**

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment.

While performing the duties of this job, the employee is regularly exposed to outdoor weather and working conditions. The noise level in the work environment is usually moderate.

Office workspace and cubicle assignments change from time to time and employees should not have any expectation that any assignment is permanent.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items

over 40 pounds, load tools and planting materials, including trees, into and out of vehicles, and ascend/descend a ladder while performing tree care.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Hours**

40 hours per week, Monday-Friday and some Saturdays

**Contact**

If interested, please email cover letter and resume to: [resume@fuf.net](mailto:resume@fuf.net)