



## **Oxford Circle Christian Community Development Association**

### **Workforce Development Coordinator**

**SUPERVISOR:** Executive Director

**SUMMARY:** Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking a Workforce Development Coordinator. **The mission of OCCDA is “to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.”** The Workforce Development Coordinator will work from the Exchange Thrift Store to provide support to the community and participants of OCCDA who are unemployed or under-employed with job and educational opportunities. The position is a part-time position working 25 to 30 hours per week. Pay is \$17.00 to \$19.00 per hour depending on experience.

#### **JOB QUALIFICATIONS:**

- A commitment to the Oxford Circle community and to the holistic mission of the OCCDA.
- Excellent teamwork and communication skills.
- Demonstrated management and organizational skills and ability to work with a diverse community.
- Bachelor’s degree in Social Work or related field plus 2 years-experience. An equivalent combination of education and experience may be considered.
- **Bi-lingual (English/Spanish), (English/Mandarin) or (English/Haitian) skills preferred.**
- Computer literate with ability to use google docs and Microsoft office including word and power point.
- Experience in retail management preferred.

#### **Key Responsibilities include:**

- Assist individuals in the Oxford Circle community and those within OCCDA’s programs with support and resources to find a job and referrals to education and training opportunities
- Develop and teach workshops on resume writing, job search, interviewing and soft skills.
- Assist individuals with developing a resume, interviewing, and job search.
- Oversee the computer resource center area.
- Network and partner with organization in the community and Philadelphia that have job and training opportunities.
- Work on developing in-house job training programs at The Exchange Thrift Store. Work with businesses to provide placement after training program completed. Provide support to participants of the program including coaching and workshops.
- Work with OCCDA program staff to serve participants that need assistance with job search and training opportunities.
- Work with local high schools, colleges, and organizations to develop internship and job opportunities at OCCDA.

\*Note: This is a broad description incorporating the types of duties and responsibilities performed. It is recognized that more specific tasks and duties not mentioned will also be performed.

**HOW TO APPLY:** Qualified candidates are invited to submit their resume via e-mail to:  
**contact@occcda.org**