



Director of Workforce Development

Do you want to work with a dynamic organization engaged in meaningful work to make Boston better?

Does a commitment to equity and community motivate you personally and professionally?

Are you dedicated to supporting job seekers, developing relationships, providing counseling, & conducting trainings?

Dorchester Bay Economic Development Corporation (DBEDC) is seeking an energetic, collaborative, and engaging Director of Workforce Development (DWD) to join our team.

The Organization and its Programs

[DBEDC](#) acts to build a strong, thriving and diverse community in Boston's Dorchester neighborhoods. We develop, preserve and sustain affordable housing for rent and for ownership. We create commercial and economic development opportunities. We build community through community organizing and civic engagement activities. We are focused on the concepts of equitable development without displacement and providing opportunities for economic mobility.

Since our founding in 1979, DBEDC has developed and preserved over 1100 units of rental and homeownership housing and 200,000 square feet of commercial space. We have created around 1,000 jobs and involved more than 1,500 young people in after school leadership development and organizing activities. We are one of Boston's oldest and most established community development organizations with an annual operating budget of almost \$6.5 million supporting our programs with a staff of just under 30, and \$225M, consists of 18 developments housing 986 units.

As an SBA-approved micro-lender and a Community Development Financial Institution (CDFI), DBEDC is committed to expanding access to capital in our neighborhoods. As one of the founders of the Boston Workforce and Reentry Coalition (BWRC), DBEDC is committed to catalyzing economic mobility for the people it serves.

About the Role

Reporting to the CEO, the DWD plays a critical role in elevating and growing Dorchester Bay's workforce development program. The Director will offer job counseling placement, conduct workshop/trainings, and develop relationships with employers and other partners to increase access training and living wage jobs. The Workforce Development Program serves job seekers ages 18+ primarily in Dorchester, Roxbury, and Mattapan, including formerly incarcerated community members from these communities, to obtain the resources needed to secure living wage employment.

What you can expect to do in the role:

- Design and implement all aspects of the Dorchester Bay Workforce Development Program.
- Provide individualized job counseling, develop educational workshops/trainings, and work with partners and be part of the workforce development ecosystem in Boston and the Commonwealth of Massachusetts.
- Lead outreach to prospective job seekers and employers including development of tools and materials.
- Motivate, coach, and supervise the Reentry Job Placement Manager and interns to achieve individual and collective goals.
- Collaborate with partners and/or instructors to develop and/or coordinate educational programs tailored to build skills of job seekers in term of readiness to obtain employment including resume writing, preparation and skills for job interviewing, industry, and career specific workshops.
- Promote the Workforce Development Program and represent the organization externally in coalitions and committees such as the Boston Workforce and Reentry Coalition (BWRC) and participate in workforce development and reentry advocacy efforts to advance the workforce development agenda and interchange ideas with peers and other job counseling service providers and agencies.

- Promote the Workforce Development Program at events and convenings to create awareness and increase visibility of the program and services.
- Collaborate with Resource Development team to secure funding for the program sustainability and growth.
- Track and report program performance data and outcomes for the purpose of reporting to funders, obtaining funding for the program, and improving services.
- As part of the Senior Leadership team, actively contributes to organizational decision-making and advises CEO as needed.

Qualifications – You’ll do well in this role if you:

- Desire to be part of an organization that is committed to racial equity and serves a diverse community predominantly of color.
- Have an understanding of and demonstrated commitment to racial equity.
- Are people and community-focused and have the ability to engage people from a wide array of backgrounds.
- At least four years of experience in workforce development counseling and/or providing individualized or group pre-placement, placement, and post placement counseling to unemployed individuals from diverse communities.
- Understanding of workforce development field and the network of service providers and pool of suitable employers.
- Have experience working with individuals from diverse and multicultural backgrounds and communities.
- Ability to possess strong character and strong judgment to deal with challenging cases and can identify solutions.
- Experience managing multiple projects at the same time and multitasking and meeting deadlines even under pressure.
- Strong English language verbal and written communication skills.
- Ability to engage with partners and program participants utilizing multiple communication channels like in-person meetings, phone calls, email, social media, video conferencing, and any other channels to ensure that the participants receive the necessary support.
- Exceptional interpersonal skills with the ability to work independently, be a strong collaborator and team player, and exhibit multicultural understanding when working with clients and partners.
- Must be entrepreneurial and proactive while demonstrating diplomacy and tact.
- Have excellent computer skills (Microsoft Office and/or Google Suite) including spreadsheets, CRMs, and can learn new technologies.
- We seek candidates who can jump in and exercise leadership to strengthen our services, collaborate well, embrace our mission, and bring enthusiasm and humility to their work.

It would be additionally phenomenal if you:

- Have at least two years’ experience managing staff or interns strongly preferred.
- Have at least two years’ experience tracking and reporting outcomes and meeting grant deliverables.
- Can converse in Spanish, Haitian Creole, Cape Verdean Creole, or Vietnamese is strongly preferred.
- Have knowledge of barriers to employment for individuals returning to their communities from incarceration.
- Have strong knowledge of and relationships in Dorchester, Roxbury, and Mattapan.

Other important details:

- Don’t be discouraged from applying if you don’t “check all the boxes”. We appreciate the uniqueness of candidates and there is no “perfect” resume!
- As part of our commitment to equity, DBEDC does not negotiate compensation offers, as research shows that salary negotiations disadvantage People of Color and women.
- Salary range: \$70,000 - \$80,000.

Total Compensation:

DBEDC’s total compensation package features an amazing set of benefits which we considered towards the overall compensation, including:

- (5) Generous cost-sharing medical insurance packages for selection and no eligible waiting period.
- Employer paid Dental and Vision coverage
- Flexible Spending Account and Dependent Care Assistance program
- Short-Term Disability, Long-Term Disability, Life and Accident Death, plus optional life.
- Commuter Benefits Program
- Employee Wellbeing On-Demand Services
- Perks at Work Program
- 3 personal days
- 3 weeks' vacation to start
- 15 days of sick
- 13 paid holidays
- 403 (b) plan with generous employer contribution
- Flexible hybrid work environment

The Selection Process:

Please submit a cover letter and cover letter that describes your interest in the role and how your qualifications and experience align. Send all applications to jobs@dbedc.org. Please include "Director of Workforce Development" in the subject line. No phone calls, please, and thank you.

Dorchester Bay Economic Development Corporation views diversity, inclusion and cultural competence as vital principles in all our work with clients and communities. We welcome and encourage applications from visible minority groups members, indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.