

Job Description

Job Title:	Strategic Community Partnerships Manager
Department:	Management Information Systems
Reports To:	Chief Information Officer
FLSA Status:	Exempt
Approval Date:	May 14, 2021
Review/Revision Date:	May 14, 2021
Salary Range:	\$60,067 - \$89,404
Funding:	Grant
Duration:	Indefinite

SUMMARY

The Strategic Community Partnerships Manager is responsible for directing, managing, and implementing relevant aspects of the Workforce Solutions Alamo Local Plan and the creation of a coalition (or alliance) of key stakeholders at the grassroots and community-based level to support Sector-Based Partnerships in the Alamo region.

The Strategic Community Partnerships manager will facilitate the creation of a coalition to connect community-based organizations to Alamo Workforce Solutions and its key stakeholders in local government, private business, and education and training institutions to meet the local workforce needs of the Alamo region. The coalition will review existing strategies, engage new partners, and create recommendations and goals to address the area's workforce challenges. The Strategic Community Partnerships Manager will work to execute this plan with a focus on underserved populations to address equity and expand the footprint, impact, and reach of Alamo Workforce Solutions in the 13-county region served by Workforce Solutions Alamo.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Build, sustain, and expand a community-based coalition of public and private stakeholders to address challenges faced by the current local workforce environment particularly in disparity and equity and ensure goals and objectives created by the coalition are responsive to the community, particularly in historically marginalized communities.
- Develop strategic and tactical plans for the coalition to achieve common goals for the WSA area that addresses key organizational self-interests for each partner organization while also meeting the needs of the community.

- Work with and maintain strong relationships with allies, stakeholders, policymakers, and leaders at the grassroots level to influence local workforce goals created by the coalition.
- Foster partnerships with Alamo area colleges and universities to develop internship opportunities to support the development of Sector-Based partnerships
- Collaborate with existing WSA teams/departments to further develop workforce plan created by the community coalition including the development of issue analyses, position statements, talking points, and public information materials that energize community participation, elevates WSA priorities, and informs partners.
- Ensure materials developed for the community are culturally relevant and linguistically appropriate.
- Engage in current area-wide workforce development and advocacy efforts including participating in existing coalitions, supporting partner efforts, and connecting WSA coalition partners to other workforce development efforts.
- Expand partnerships with community-based workforce networks state and nationwide to study challenges and best practices from areas that have undertaken similar efforts
- Manage team of community outreach specialists tasked with assisting in the development and growth of the coalition.

EDUCATION/EXPERIENCE:

- 10 years previous experience working as in community-based contexts with underserved and/or vulnerable populations.
- 10 years' experience working in collective impact or other coalition-building initiatives in the Alamo region required.
- Minimum Bachelor's Degree preferred.
- Existing partnerships with non-profit organizations, elected officials, and other community stakeholders at the local, state, and national level

KNOWLEDGE, SKILLS, AND ABILITIES:

- Outgoing personality and ability to work with people from a variety of backgrounds.
- Excellent organizational skills with ability to manage diverse projects simultaneously.
- Excellent oral and written communication skills, interpersonal skills, and self-motivation.
- Positive, proactive, and personable team player.
- Ability to work independently and as part of a collaborative team.

Other Qualifications:

Must be legally eligible to work in the United States.

Must have proof of a valid driver's license and auto insurance or to be able to provide own transportation.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, drive a vehicle, or provide own transportation; hands and finger coordination, reach with arms and hands, stoop, kneel and talk or hear.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is moderate. Offsite travel is required.

Reviewed and accepted: _____ Date: _____