

**INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE: Workforce Development Specialist**

**REPORTS TO: Supervisor, Workforce Development**

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

**POSITION OVERVIEW: INVC's workforce programming is offered in three Chicago neighborhoods, Austin, West Garfield Park, Back of the Yards and Brighton Park. The Workforce Development Specialist will facilitate a professional job readiness curriculum that focuses on interviewing techniques, workplace competencies and socio-emotional skill building to participants from West Garfield Park.**

**When not in the classroom, the specialist also oversees overall participant management, such as addressing individual participant needs, monitoring attendance and ability to complete assignments, and evaluating overall socio-emotional skill development. The specialist therefore also completes case notes and provides referrals for additional services, as needed.**

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Facilitate a professional job readiness curriculum that focuses on interviewing techniques, workplace competencies and socio-emotional skill-building to participants from the community
- Oversee overall participant management, such as (but not limited to) addressing individual participant needs, monitoring attendance and ability to complete assignments, and evaluating overall socio-emotional skill development
- Complete case notes and provide referrals to outside organizations for additional services, as needed
- Consistently assess the effectiveness of the workforce program and provide feedback to supervisor on innovative/new ideas for growth and improvement
- In collaboration with supervisor, develop and maintain positive, long-term relationships with local apprentice programs and employers to create a pipeline to job placement for program participants
- Attend activities in the community relating to employment services and connect with employers, job readiness training programs, and community organizations on a frequent basis to market and enrich the program and the success of the participants
- Assist with the planning and execution of a graduation for each cohort of participants
- Complete required trainings, including but not limited to cognitive behavioral intervention (CBI) training and facilitator coaching

**QUALIFICATIONS:**

- Maintains a passionate commitment to social justice, equity, and violence reduction in the City of Chicago
- High School diploma/GED required. Bachelor's degree preferred or at least two years experience working with formerly incarcerated and/or street-involved individuals and awareness of trauma reactions
- Must have valid Illinois drivers license and be able to independently travel throughout Chicago and surrounding suburbs
- Basic computer skills, including ability to complete required research, data entry tasks, communicate via email, and complete basic word processing tasks, as needed
- Excellent verbal communication skills and ability to communicate effectively in writing
- Basic knowledge of the south and westside community and current street conflicts
- Willingness to learn and commit to the principles of nonviolence, restorative justice and trauma-informed practices
- Demonstrated ability to facilitate groups and lead and organize presentations
- Ability to communicate effectively both verbally and in written form with a diverse population
- Ability to meet prescribed deadlines, collaborate as part of a team and respond well to supervisor direction and follow up
- Possess a strong sense of compassion and patience for serving an underserved population

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hire@nonviolencechicago.org](mailto:hire@nonviolencechicago.org).

**Institute for Nonviolence Chicago -- EEO Statement**

**Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.**