



WNY WOMEN'S FOUNDATION

Women's Economic Mobility Coordinator

BACKGROUND:

For 25 years, the WNY Women's Foundation's mission has been to create opportunities for each woman to learn, earn, lead, and thrive. We accomplish this using four pillars: Leadership, Economic Empowerment, Voice, and Advocacy. To address the area of economic mobility, in 2013 we launched our data-informed **MOMs: From Education to Employment®** (MOMs) program, a proven initiative that leads to breaking the intergenerational cycle of poverty. This research-based and tested economic empowerment initiative, moves single mothers through a supported, local community college experience by eliminating barriers to completing their education leading to a family-sustaining job. Over 750 single mothers and 1200 children of those mothers have participated in the MOMs program at local community colleges since its inception.

In 2020, we expanded the MOMs model to include workforce development and rebranded it as **mPower: From Education to Employment** which now includes our Women's Economic Mobility Pathway (WEMP). WEMP is the only workforce development initiative that uses an intersectional gender-based lens to focus on women, particularly economically disenfranchised single mothers of color from the City of Buffalo. The WEMP model begins with extensive partner community outreach and referrals to recruit prospective students. We then assess the needs and acumen of each student to determine their educational and personal readiness, including the status of their housing and transportation, mental health, and academic baseline. We provide core training to address their individual barriers using these assessments. This process is known as the WEMP funnel; it represents the pre-programmatic steps taken to better prepare and empower women for a workforce training program or job readiness. The prospective students are then filtered into a workforce development training program or directly into employment. Through partnerships with supporting organizations and employers, each hub provides hands-on training that leads to full-time employment. For example, since its inception, over 100 students have graduated from the mPower CNA training program for Lineage Senior Care group.

The WNY Women's Foundation is searching for a dynamic individual proficient in teamwork and communication, with an innovative mindset. This candidate will play a pivotal role in creating systems to standardize, streamline, and advance the program into new industries.

TYPICAL WORK ACTIVITIES:

Program:

- Conducts intake interview of program applicants, with education and support partners to obtain information on education, current skills, and abilities; family and home status and perceived barriers
- Develops success plans for each program participant; maintains documentation; establishes regular system of check-ins and support
- Compiles analytics on the program: including baseline data, anecdotal stories, and progress reports of program participants
- Shares intake findings that may serve as academic barrier and maintains ongoing communication, as appropriate, with staff advising academic/career plans; Monitors program participant academic progress to ensure retention and graduation
- Acts as liaison between participants and community partners as well as relevant community or government entities for the purpose of accessing support resources
- Develops robust list of resources and partners by category including key contacts

- Develops 'value-added' programming and workshop schedule to connect participants with appropriate information, resources, and mentors
- Develop systems to provide programmatic consistency and improved outcomes

Administrative:

- Develop and maintain programmatic budget, financial tracking, and administrative duties
- Participates with WNYWF in identifying funding sources and grant opportunities
- Works with WNYWF Development & Communication Coordinator to create a monthly newsletter for past and current students sharing resources, events and opportunities
 - Also assists with creating social media content to promote the program and share data about our work
- Reports on status of program, barriers identified, and opportunities or resources needed to promote systems change
- Assists with program assessment activities; provides timely qualitative and quantitative data to WNYWF

Community/Relationships:

- Have a comprehensive understanding of this position's integration within the overall structure and mission of the WNY Women's Foundation
- Maintains and fosters close working relationship with WNYWF and training partner personnel
- Maintains relationships within the relevant community or government entities for the purpose of marketing the program and accessing necessary resources
- Serves as a vital grass-roots story-teller to staff, partners and donors, informing activities of the Foundation and driving support
- Identify new community partners to expand the program into other industries

KNOWLEDGE, SKILLS AND ABILITIES:

Candidates should possess:

- Experience with trauma-informed and person-centered practices
- Demonstrate the ability to build trust and establish relationships with the target population (single mothers living in underserved communities)
- Possess a thorough knowledge of local community in terms of social, racial and economic drivers
- Look critically at systems change to inform the creation of a well-structured system of support for program participants including policy and processes.
- Possess strong communication skills; experience in group facilitation; and effectiveness in delivering presentations.
- Able to network and connect, be innovative and a community catalyst.
- Exemplify the values and mission of the WNY Women's Foundation
- Excellent verbal and written communication skills combined with a strong aptitude for teamwork
- Cite experience in the ability to develop and maintain accurate records of all activities and to engage in program assessment
- Have a track record of getting along well with others and working well with internal and external partners; sound professional judgment; initiative and tact; dependability; independent worker
- Possess strong computer and technology skills

MINIMUM QUALIFICATIONS:

Associate Degree in Social Science, Counseling, Human Services, or Career Education WITH four (5) years of vocational educational experience; OR a Bachelor/Master degree.

COMPENSATION: This is a grant-funded opportunity. Salary is commensurate on experience with a range of \$55,341-\$60,250.