



EMPLOYMENT ANNOUNCEMENT

Workforce Development Career Coordinator / Case Manager

ABOUT US: The Miguel Contreras Foundation (MCF), a program partner of the Los Angeles County Federation of Labor, is a 501c (3) non-profit organization whose mission is to empower working Angelenos—especially women, immigrants, and communities of color—by advancing greater equity through access to good-quality jobs and livable communities. The foundation seeks to scale our innovative programs that empower people and contribute to an opportunity economy through sustainable, equitable careers regardless of background.

POSITION DESCRIPTION (ESSENTIAL EMPLOYMENT RESPONSIBILITIES):

The Workforce Development Career Coordinator / Case Manager oversees the planning, development, implementation, and evaluation of the organization’s workforce development programming.

- Coordinate program activities with collaborative partners, such as unions, employers, education partners, and social services agencies within the community.
- Assess and identify participants’ barriers and skill deficiencies
- Analyze participants’ skills, interests, strengths, and goals.
- Coordinate support services and resources as needed.
- Collect, input, and analyze programming data, including activities, participation figures, notable achievements, and any problems/issues.
- Meet program objectives, deliverables, and program deadlines.
- 180-day job retention follow-up and employment progress.
- Other program duties as assigned.

SKILLS/KNOWLEDGE REQUIRED: Our ideal candidate holds enthusiasm for building financial security and expanding career and life opportunities for underserved workers.

- Bachelor’s degree required
- 3-5 years working in a nonprofit, social enterprise, or similar environment.
- Excellent planning and organizational skills.
- Demonstrated ability to work effectively in high-pressure, fast-paced environments and with deadlines.
- Ability to work independently and in an entrepreneurial environment.
- Working knowledge of workforce development and coaching practices (e.g., financial, personal, etc.).
- Demonstrated ability to work with diverse populations.
- Experience in case management preferred.
- Strong communication skills, both verbal and written.
- Other responsibilities include managing social media accounts, MCF newsletters, and other outreach materials.

BENEFITS OF EMPLOYMENT: MCF is a leader in providing equitable salaries and benefits and a supportive working environment that fosters the long-term leadership development of its team members.

- Starting at \$65,000
- Generous Medical/Dental/Vision/Retirement Benefits
- Generous Paid Time Off/Leave Policies
- \$1,000/year car insurance reimbursement (requires personal vehicle)
- \$500/month transportation stipend (requires personal vehicle)
- \$120/month technology reimbursement



To Apply: Please send your cover letter and resume, both required, to al@miguelcontrerasfoundation.org with the subject “Workforce Development Career Coordinator/ Case Manager.”

It is the policy of the Miguel Contreras Foundation to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status about public assistance, veteran status, or any other characteristic protected by federal, state or local law.