



KALAMAZOO CLIMATE CRISIS COALITION

Title: Workforce Development Coordinator

FLSA Class: Full Time, exempt (Jan 2025-Dec. 2027)

Position Description

The Kalamazoo Climate Crisis Coalition (KCCC; <https://www.kalamazoo crisis.org>) is seeking a Workforce Development Coordinator to support the green industry workforce training expansion as part of Holistic Healthy Homes (HHH) Program, funded from an U.S. EPA Environmental and Climate Justice Community Change Block Grant (ECJCCBG) through the federal Inflation Reduction Act. The HHH program is rooted in KCCC's mission to *"mobilize collective action to achieve immediate and drastic reductions in greenhouse gas emissions and rapid adoption of renewable energy through a transition grounded in social, racial, economic, and environmental justice."* This program is jointly led by KCCC and Kalamazoo County.

With \$18.9 million from the EPA Community Change grant, the HHH program partners with local community organizations to deliver home repairs and energy efficiency upgrades to 300 single-family housing units in the Northside, Eastside, West Douglas, and Edison neighborhoods of the City of Kalamazoo. Additionally, the HHH Program will support expansion of two green industry workforce development programs and the development of four local neighborhood centers that will allow them to function off-grid in an emergency as community anchors to provide activities and services.

The Workforce Development Coordinator is responsible for coordination and expansion of the two workforce development training programs alongside two community partners and local partner institutions. This position is responsible for overall coordination of the grant-related expansion and alignment of the two programs. They will align training materials with pre-apprenticeship requirements outlined in the HHH Program including oversight of recruitment and enrollment into the programs, organize workforce program logistics, adherence to regulations and guidelines, and track outcomes of work placement for graduating participants. The Workforce Development Coordinator reports to the HHH Program Director and works in collaboration with a 4-person program team, as well as relevant community partners.

Essential Duties and Responsibilities

- Works closely with the Program Director and HHH Program team to ensure successful delivery of program outcomes, ongoing outreach, consistent messaging, and financial accountability.
- Lead strategic expansion of two existing workforce development programs with our community partners.
- Maintain and build program relevant positive community relationships in support of program goals and with authenticity to KCCC mission and vision.
- Aligning and support development (as needed) of training materials of the programming with pre-apprenticeship requirements outlined in the HHH programming.
- Lead recruitment and enrollment of residents in workforce development programs, serving as

participant support through completion.

- Understand participants' training needs, education, skills, interests, and other relevant factors to determine career development opportunities.
- Ensures the green workforce programming is in alignment with EPA regulations.
- Track placement outcomes of participants post-training completion.
- Collaborate with Engagement and Outreach coordinator to organize and disseminate information to ensure equitable community engagement and participation with focused efforts in local neighborhoods.
- Guides and verifies progress of HHH programming delivery, reporting to Program Director at regular monthly meetings, as well as, regular meetings with liaisons from relevant community partners.
- Ensures program compliance with regulations, laws, statutes, standards, and guidelines pertaining to component areas of program oversight.
- Provide resources and employment statistics to support participant placement and work with sector employers to discuss ways to improve services and meet labor market needs more effectively.
- Manage workforce development program budgets with regular reporting to HHH Program Director.
- Monitor program delivery, and evaluation in collaboration with workforce development partners and neighborhood leaders.
- Oversee and verify the financial accountability of the workforce development programming and deliver reports to the HHH Program Director regularly.

Minimum Qualifications

- 3-5 years minimum of related work experience in relevant trades with demonstrated leadership experience in relevant teaching or training program, energy efficiency, construction/electrical trades training and/or bachelor's degree in energy efficiency education, climate and energy technologies, or other relevant degree program.
- Any demonstrated equivalent combination of training, education, and experience related to required skills, knowledge, and abilities.
- Working knowledge of home renovation, energy efficiency, or related trades
- Working knowledge of effective teaching and learning strategies for adults
- Demonstrated experience with facilitation or case management.
- Experience with training program delivery and management.
- Experience working with low-income communities.
- High-level comprehension of the impacts of historic disparities on vulnerable communities and training in diversity equity and inclusion or relevant experience.

Additional experience

- Experience with maintaining; emotionally, and physically safe work culture.
- Evidence of maintaining effective community relationships and partnerships.
- Willingness to work an occasional varied schedule including some weekends and evenings.

- Competencies in computer current software and technology. Training will be provided for some applications.
- Be accountable for assigned responsibilities, schedules, and deadlines for work.
- Understand and carry out oral and written communications.
- Organize and Manage data.
- Analyze and problem-solve.
- Prepare clear and concise reports.
- Confidence working individually and as part of an equally valued team.
- Must pass a pre-employment background check.
- Valid driver's license.

Seeking someone who:

- Values integrity.
- Thinks independently with strong initiative, but comfortable working within a defined framework.
- Self-motivated (takes initiative) with a high standard of work quality.
- High level of organization and attention to detail.
- Responsible and professional, yet dynamic and fun.

Work environment/ conditions

- This position may be eligible for a hybrid work environment.

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.
- Sedentary: The position is generally sedentary, but may involve light physical demands, such as lifting up to 30 pounds, walking, standing for long periods, and occasional travel.

Remuneration and Benefits

- Salary commensurate with experience (range: \$60,000- \$75,000).
- Health benefits package available.
- Vacation, personal days, and holidays provided.

Application Process

Please submit a cover letter, resume, and contact information for three references to recruiting@kalamazoocrisis.org. Evaluation of applications and interviews will begin February 17th and will continue until the position is filled. Email recruiting@kalamazoocrisis.org with any questions.

Statement of Non-discrimination

KCCC is an equal opportunity employer and does not discriminate in its hiring or selection process on the basis of a candidate's actual or perceived: race, national origin, color, age, height, weight, religion, creed, disability, marital status, family status, veteran status, sexual orientation, gender identity or gender expression.