



## **ABOUT OREGON HUMAN DEVELOPMENT CORPORATION & OUR MISSION**

Oregon Human Development Corporation (OHDC) is a community action nonprofit that has been providing workforce development, emergency housing assistance, and associated services for farmworkers throughout Oregon since 1979. These services include support, referral, advocacy, resources, assistance, and education. We provide similar services in Nevada as the Nevada Human Development Corporation (NHDC).

## **WORKFORCE DEVELOPMENT COORDINATOR OVERVIEW**

The Workforce Development Coordinator will have overall responsibility for the National Farmworker Jobs Program (NFJP) operation and performance in northern Nevada and will serve as a farmworker advocate and NHDC ambassador in the communities we serve. This stand-alone position will implement the area's employment and training program for farmworkers, actively market our programs/services to potential community partners and employers, network within farmworking communities, and provide case management, job development and preparation services, and language and soft skills development.

This position requires regular travel between Sparks, Yerington, and Fallon, as well as outreach travel to other service areas – some of this travel may require overnight stays away from the main office.

## **ESSENTIAL FUNCTIONS**

- Meet the intake goals and objectives of our program grants and partners
- Develop both a customer referral network and a partnered services network with community partners, employers, and social service agencies
- Recruit applicants for OHDC programs through direct contact, outreach, presentations, networking, and advertising/marketing
- Develop individual training and employment plans with the clients you recruit
- Maintain client files and input data into our data management system
- Write and process progress reports, case notes, and other official paperwork
- Attend staff meetings and trainings, including conferences and monthly management meetings. Be proactive in your professional development.
- Conduct ambassador-level outreach in your program area, including presentations to local government, press, and partner organizations. Collaborate with programmatic and administrative staff to identify and secure locally-sourced grant funding.
- Other related duties and responsibilities, as assigned

## **ORGANIZATIONAL RESPONSIBILITIES**

- Perform work in alignment with OHDC's mission of *Promoting economic advancement and self-sufficiency of farmworkers*
- Support the organization's commitment to human rights by fostering an atmosphere of cultural humility, respect for all individuals, and compassion
- Strive to meet annual program/grant goals in support of the organization's strategic goals
- Adhere to the organization's policies and procedures

## **QUALIFICATIONS AND EXPERIENCE**

- A motivated, resourceful, supportive advocate for workforce safety and training programs and participants, with knowledge of farmworker issues
- An effective communicator, active listener, and sharer of ideas
- Highly collaborative and well-organized
- Work experience in job/business development, employment training, and/or counseling/interviewing
- Bilingual (Spanish/English)
- Valid Driver's license, reliable transportation, and current auto insurance

## **PREFERRED QUALIFICATIONS**

- Lived experience with seasonal farm work
- Associate's degree in human services or a related field
- 3-5 years of prior work experience in related work
- Experience managing responsibility for an operational territory

**Even if you do not meet our preferred qualifications, we still want to hear from you!**

We are interested in finding the best candidate for the job. If you meet key qualifications for the role, and believe you would be a good fit, we encourage you to apply.

## **ADDITIONAL INFORMATION**

- Location: Sparks, Nevada
- Travel: up to 35% of time in Yerington and Fallon territories
- Job Type: Full-time 40-hour employee, hourly and eligible to collect overtime pay
- Supervisor: District Manager
- Starting Pay Range: \$26.16 - \$29.78 per hour
- Pay Band: Case Manager III, \$26.16 - \$31.40 per hour

**OHDC is an equal opportunity employer** and does not discriminate on the basis of race, color, sex or gender, religion, sexual orientation, identity, physical or mental disability, nationality of origin, Veteran status, or any other category protected by state or federal law.

**We offer a generous benefits package to employees**, including paid time off starting at 20 days/year, 12 paid holidays annually, a medical, dental, and vision benefits plan with OHDC covering 90% of the premium cost for employees and dependents, a 403b available to all

employees and dollar for dollar matching up to 6% after 1 year of service, employer paid short-term and long-term disability, a medical Flexible Spending Account and Dependent Care FSA, and an employer funded Health Savings Account.

**In terms of work culture**, OHDC is a collaborative and supportive work environment, where work/life balance and flexibility are respected and encouraged. We pride ourselves on the work we do in the communities we serve.

### **How to apply**

- Candidates should submit a cover letter and resume to: [jobs@ohdc.org](mailto:jobs@ohdc.org)
- Application Deadline: Open until filled