



**TECH
DISCOUNTS**

POSITION DESCRIPTION

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at two Twin Cities locations.

TITLE: Work Readiness Specialist

REPORTS TO: Director of Talent

LOCATION: Tech Dump HQ, 860 Vandalia Street, Saint Paul, MN 55114

SUMMARY:

The Work Readiness Specialist is integral for fulfilling our mission of supporting individuals facing barriers to employment to expand their economic futures. They will work in a team to support training programming and help to make sure that every trainee at Tech Dump has the tools they need to excel. They will support our vision and efforts to be the “program of choice” for individuals re-entering our community and seeking employment.

ESSENTIAL ACCOUNTABILITIES:

Work Readiness Administration- 30%

- Determine systems, processes, and tools needed to provide the best quality experience for trainees and accurate data for impact and trend analysis
 - Develop and implement infrastructure and systems, managing and maintaining regulatory and best practice standards, overseeing data management practices for accuracy and integrity
- Manage data collection and participant services funds
 - Ensure intake surveys and assessments are completed
 - Work with the accounting department to ensure all data needed for grants is collected
 - Create guidelines and documentation for a trainee Barrier Removal Fund
 - Manage Barrier Removal Funds by following our current grant guidelines
 - Track placement of trainees after program completion

Work Readiness Support- 30%

- Support our work readiness employees, in partnership with the Work Readiness team
 - Support the Director of Talent’s efforts to track participant’s progress and maintain files
 - Support the hiring and review process with direct supervisors.
 - Adhere to privacy and other legal and ethical expectations with this information
 - Coordinate schedules and communication for training times, also ensuring proper equipment
 - Advance equity and inclusion efforts, including preparing work readiness employees to step into more responsibility
 - Support internal certification documentation
 - Act as a liaison to outside trainers and resources to improve the training program
 - Acquire supplies and equipment needed to support training efforts
 - Support resume and LinkedIn profile creation when trainees are preparing for a transition to their next opportunity
- Coordinate and facilitate weekly training to develop job-specific, general work, and life skills

- Develop and update content to reflect updated company policies and procedures and basic safety measures
- Ensure work readiness employees find the sessions helpful for work readiness beyond Tech Dump
- Act as backup for 1:1 meetings with trainees/leads
 - Support disciplinary actions and escalation process guidance to leads and supervisors
 - Provide life coaching / personal development to work readiness employees
 - Complete competency framework and performance reviews with leads and supervisors
- Ensures trainee rewards are distributed at specified points

Research and Continuous Improvement - 30%

- Research and identify certifications that would add benefit to our trainees
- Research and reach out to other workforce social enterprises to learn from existing models and best practices
- Analyze trends in retention, certifications, and placements to make recommendations

Other duties as assigned - 10%

OUTCOMES OF THIS POSITION:

- A work environment that promotes personal growth and well-being for all trainees.
- Improved trainee attendance, retention, and graduation rates.

PREFERRED EXPERIENCE:

- Lived experience and expertise of the challenges of re-entering our community after incarceration and/or a recovery program
- Lived experience in overcoming barriers to employment

RECOMMENDED QUALIFICATIONS AND EXPERIENCE:

- Experience working and welcoming colleagues with diverse backgrounds
- Commitment to advance diversity, equity, inclusion, and anti-racism at Tech Dump
- Excellent communication, interpersonal, organizational, and leadership skills
- Demonstrated understanding of building relationships with employees
- Experience working with Google/cloud-based software systems
- Support of and ability to reflect the Daily Expectations of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:

Pay Range: \$19-21/hour

Benefits: Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match

Classification: Non-exempt, according to FLSA guidelines.

Physical Requirements: The office environment includes regular standing, walking, and sitting at a desk, use of PC, occasional lifting of approximately 20 pounds.

Work Schedule: This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.

Other: This position may include occasional travel within the Twin Cities metro area.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

*Tech Dump is an equal opportunity employer.
Updated on 05/12/2021*