

New WIB Staff

Green Jobs & Youth Coordinator: (Contracted = 1 FTE)

1. *Who will this position affect?*

Green Jobs: This position will affect the Youth Council Director because there is a federal focus on green jobs for youth and there is much research and development to be done to incorporate green jobs with youth programming. This position will affect the Director of Development because she is focusing approximately 30% of her time on green jobs development as opposed to the pursuit of development opportunities and maintaining communications with target audiences. This position will effect the WIB and Career Centers in general by providing 20 hours of staff time 100% focused on green jobs program coordination, information and data gathering, and the identification of development opportunities

Youth: This position will affect the Youth Council Director, first and foremost, by providing general administrative support, which will also impact the Office Manager, who now performs those duties as necessary. This position will also support the Director of Development by providing content/information regarding the WIB's Youth programs, which will be used for web content, the e-newsletter and marketing materials.

2. *What are the job responsibilities for this position?*

Green Jobs: He or she will liaise with Weatherization/Construction Program service providers and other state and local green jobs training programs as they come to exist. The Green Jobs Coordinator will stay on top of new green jobs information and funding opportunities for the WIB and report out on this information regularly. The Green Jobs Coordinator will develop content regarding the WIB's green jobs development efforts and programs, which will be used for web content, the e-newsletter and marketing materials.

Youth: The Coordinator supports the efforts of the Youth Council Director in the implementation and oversight of the Youth Council's procurement, policy, and strategy development directives. The Coordinator assists the Youth Council Director in grant writing, administrative duties, and outreach activities to the board and partners, as well as to the general public. The Coordinator will ensure that Youth Council messages are consistent across all materials, including its website; will coordinate with GNBWIB staff to facilitate integration of Youth Council strategies and actions into overall GNBWIB business and performance objectives; and assist with the dissemination of salient information to the Youth Council and to the public.

3. *How will this position affect an overall strategy?*

Green Jobs: The Green Jobs Coordinator will support the focus that the WIB has recently gained through the ARRA planning process; where the WIB has identified Youth, Literacy and Green Jobs as its three areas of focus (while the Career Centers provide support and services beyond (and including) those three areas). Additionally, there are currently senior staff focusing

on youth and literacy, but no staff person 100% focused on green jobs. The Green Jobs Coordinator will provide better organizational alignment with the identified focus areas of the WIB.

Youth: The Youth Coordinator will support the focus on Youth that the WIB has always maintained and must maintain under the Workforce Investment Act. The Youth Coordinator will provide the support that has sorely been needed due to the demanding nature of the Youth programs, Youth Council and passionate involvement of and oversight by the region's residents and organizations. Lessening the administrative burden on the Youth Council Director will allow the WIB to pursue its strategic objective of providing access to services and programs to more eligible youth in its region by freeing up the Youth Council Director to further expand the capacity and increase the quality of existing programs.

4. *What are the efficiencies gained with this new hire?*

Green Jobs: Efficiencies gained with this new hire include:

- a. freeing up the director of development to focus more strictly on bringing in new funds for existing programs and maintaining communication, pr and marketing standards for the organization;
- b. freeing up the youth council director to manage existing deadlines, reporting oversight responsibilities; and
- c. better aligning staff functionality with WIB focus areas, which will result in more stability and consistency for the organization on a day-to-day basis, e.g., one staff person isn't dropping his or her other duties to jump on a green jobs project for a couple of months. The WIB would be providing staff support to a new focus area, which will allow the development of this focus area to get started off right, as opposed to setting up a "chasing our tail" situation.

Youth: The efficiencies gained with this new hire include a Youth department that will be run more systematically, more proactively, and more organized. With this position providing youth content for the marketing and communications pieces, there will also be more efficiency gained in the Director of Development's functions.

5. *What is lost, or at jeopardy of falling apart without this new hire?*

Green Jobs: Without this new hire the Director of Development's position will remain fragmented; leaving the organization without a strong consistent communications presence and a reactive approach to fundraising/grant seeking. Also, due to the Director of Development's three-way split in focus (communications/marketing, fundraising/grant seeking, and green jobs) there is less support in the way of fundraising/grant seeking and communications/marketing for youth and literacy, which results in all staff scrambling and unable to give one area of focus 100% of their time. Without this new hire the Youth Council Director will not be able to focus on incorporating green into youth programming and still complete the current RFP, RFR and In-School/Out-of-School applications needing review (not to mention, applications due from the WIB).

Youth: Without this new hire, the Youth department will continue reacting to short deadlines and conference/meeting demands and never get out in front of the “to-do’s” to expand capacity and increase the quality of existing programs.

6. *What is the real "stimulus" we can expect by having this new hire?*

Green Jobs: In terms of “stimulus,” this hire speaks directly to one of the areas the federal and state governments are looking for commitment on: green jobs. This position would coordinate the green jobs program the WIB is putting \$200k of its stimulus funds into and support that money being an investment in a much larger and connected green jobs training program and supporting the sustainability of green jobs training through the WIB. This position is in alignment with the stimulus funds going to the state for energy efficiency and weatherization. This position is in alignment with the funds coming from the state for green jobs training. This position is in alignment with the Green Jobs Act of 2007; an amendment to the Workforce Investment Act. This position is highly sustainable due to the current and anticipated funding of green jobs development. I foresee this position becoming a full time, senior staff member of the WIB.

Youth: Youth, as a category, are receiving the most stimulus money and therefore, require the most staff time. To support the greatest focus of workforce stimulus dollars additional staff time is required. As the Youth Summer Jobs Program marches on before us, it leaves in its wake an unending trail of messages and e-mails, which is occurring simultaneously with the busiest grant writing time of the year for the Youth Council Director. To be successful with the current stimulus package mandates to the Youth department an additional staff person is necessary.