

# Job Announcement

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Date: 11/12/2009

Job Title: Economic Development Coach

Opening Date: Immediately

Position: Full-Time for 6 months until June 30, 2010

Submit Resume to: Elisabeth Aguayo, Fax (562) 864-3512 or Email: [eaguayo@vfnet.com](mailto:eaguayo@vfnet.com)

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## Position: Economic Development Coach

**JOB SUMMARY:** Under the supervision of the Director of Community Services, work to implement program strategies that enhance the economic well being of community residents. Implement culturally and linguistically appropriate outreach strategies. Coordinate and link EITC, job training/job placement, ESL, and GED programs to Neighborhood Action Councils (NACs) and agency clients. Assist residents and clients in development of small business opportunities. Attend community meetings and maintain/complete reports.

### DUTIES & RESPONSIBILITIES:

- Enhance economic well being of families with children
- Develop culturally and linguistically appropriate outreach strategies
- Coordinate and link job training/job placement opportunities
- Schedule weekly one-on-one meetings with clients
- Aid in ensuring that families are offered opportunities to achieve economic stability
- Identify gaps in employment training and job placement resources
- Work closely with assigned personnel and coordinate resource sharing
- Attend agency and community functions
- Prepare required monthly reports, communications and other documentation
- Develop strategies for small business development in neighborhoods with NACs
- Other duties as assigned

### ABILITY TO:

- Work in team environment
- Work well with minimal supervision
- Prioritize tasks, meet deadlines, and manage time efficiently
- Work a flexible schedule, including evenings and weekends

### DESIRABLE SKILLS & QUALIFICATIONS:

- Bilingual (Spanish/English) required
- Ability to work well with diverse client populations
- Ability to do neighborhood based research on small business opportunities for residents
- Knowledge of social services and community resources
- Excellent oral and written communication skills
- Experience working with employers and the business community preferred
- Degree in related field or combination of equivalent work experience and education
- Accessible transportation, appropriate auto insurance coverage, bondable, and a valid Calif. Driver's license