

Position Announcement

PathStone is seeking a **Workforce Development Associate** to create employment opportunities for the EARN Program in Exton, Pennsylvania.

who

us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone's Training & Employment Programs focus on helping eligible participants to obtain the skills and credentials needed to follow career pathways that will enable them to achieve economic self-sufficiency.

What sets PathStone apart from the rest?

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don’t know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- Minimum of four years of job related training and proficiency in job placement/development, development of training and outreach/recruitment or one year demonstrated marketing experience
- Position also requires experience in providing services to target population through linkages with other community resources and/or agencies
- Must be bilingual English/Spanish

what

This is a full-time position. The Workforce Development Associate is responsible for providing career discovery and development, job placement and retention, and emergency support and referral services, as well as creating and building strong relationships with area employers/organizations. Specifically, this position is responsible for:

- Assisting, supporting, encouraging and motivating participants through training and employment process
- Interviewing, screening, and monitoring participants
- Disseminating program information to employers and service agencies
- Insuring strong community networks through collaboration with service provider agency representatives, community groups and area employers
- Designing procedures and process and coordinate activities with multiple agencies

where

This position is located in Exton, Pennsylvania.

when

This position is available immediately.

why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Salary is based on demonstrated experience and qualifications
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how

Please submit your resume to apply@pathstone.org, with “034-21” in the subject line, no later than March 3, 2021.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.