

POSITION TITLE: Professional Development Specialist

I. JOB SUMMARY

The objective of *Together We Grow* is to “shorten the food line” by empowering targeted individuals to set goals to being to change their lives from food insecure to food secure. The *Professional Development Specialist* will oversee the professional development of individuals who participate in Together We Grow by providing career development trainings and one-on-one career development services.

II. ESSENTIAL FUNCTIONS

- Deliver, facilitate, and coordinate multi-week trainings using the Together We Grow training curriculum in such a way as to prepare clients for quality careers
- Provide one-on-one career development services – meet with clients to assess opportunities for career growth, provide individualized assistance to create clients’ resumes, cover letters, and prepare for job interviews, and provide coaching to address any work-related issues
- With the Program Coordinator, collaborate with community-based organizations to provide specialized career development services as needed
- Consistently assess the effectiveness of the training curriculum using program evaluations and assessments and track collected data to ensure program objectives are met
- Research industry needs and employment trends and, with the Program Coordinator, develop and update training materials as needed
- Maintain positive relations with Community Garden and Together We Grow volunteers, interns, and community resource and referral organizations
- With the Individual Development Specialist, conduct follow-up phone calls from referral forms received from Brazos Valley Food Bank partner agencies.
- With the Individual Development Specialist, conduct intake interviews with individuals interested in participating in Together We Grow
- Maintain all client records – store files properly to ensure client confidentiality and track client progress using designated software
- Follow-up regularly with employers after client has secured employment; provide additional training and/or one-on-one professional development sessions as needed
- Maintain client confidentiality
- Discuss all urgent client related concerns with Program Coordinator and/or Programs Manager immediately
- Uphold and model the Brazos Valley Food Bank’s mission and values
- Keep daily timesheet and activity report
- Attend monthly program meetings as scheduled by the Programs Manager
- Attend quarterly staff meetings as scheduled by the Executive Director
- Perform additional duties as assigned

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- Bachelor's degree for a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA), with major course work in Social Sciences, Sociology, Human Resources, Education, Psychology, or a related field and/or relevant work experience in training, social work, employment or career development, or related field.
- One or more years of experience providing group instruction to adults or in delivering curriculum in an adult education setting
- One or more years of experience working with an economically disadvantaged population, ideally in a coaching capacity

B. Knowledge and Skills

- Bilingual in Spanish, preferred
- Excellent written, oral, leadership, and interpersonal skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Proficiency in Outlook, Word, PowerPoint, and Excel
- Knowledge of effective adult education techniques
- Knowledge of hunger and poverty issues
- Knowledge of community resources and ability to use them effectively for clients
- Ability to work cooperatively under pressure with a diverse range of people and demonstrated ability to communicate tactfully with all members of society.
- Ability to set priorities, identify goals, and plan effectively
- Good understanding of group dynamics, comfort and skill in a teaching and coaching environment
- Ability to handle supervision professionally
- Ability to coach clients professionally
- Ability to work in stressful situations and under program timelines
- Ability to be flexible with working hours to meet the needs of clients and class schedules (includes evenings and weekends)
- Ability to work effectively and efficiently with other Food Bank staff and volunteers
- Ability to be certified in First Aid and Food Handling
- Must be able to pass criminal background check
- Current driver's license and ability to use personal vehicle for BVFB business (mileage reimbursement for work travel)

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMODATION

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze,

alphabetize, lift and carry up to 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

- Conditions may include working inside, working outside, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, and automobile.

TO APPLY:

Interested candidates should send a cover letter and resume (or professional vitae) to:

Alaina Jalufka, Together We Grow Program Coordinator

alainaj@bvfb.org

Please, no calls or walk-in inquiries about your application. If we are interested in interviewing you, we will contact you.

BVFB is an Equal Opportunity Employer (EOE).

About the Brazos Valley Food Bank

The Brazos Valley Food Bank, a local nonprofit organization in Bryan, is a central distribution site that unites food donors, volunteers, and hunger-relief agencies. As the hub of over 38 different agencies that feed the hungry throughout Brazos, Burles, Grimes, Madison, Robertson, and Washington counties, the Brazos Valley Food Bank is on target to distribute over 6 million pounds of food by this year to over 50,000 different individuals in need. In addition to supplying food to partner agencies, the Food Bank oversees Children's BackPack, Senior Bags, Family Box, Nutrition Education, Together We Grow, and Benefits Assistance programs, as well as oversees Mobile Food and School-Based Food Pantries to reach those in need.