



**Organization:** Strategic Concepts in Organizing & Policy Education (SCOPE)

**Position:** Workforce Development Associate

**Employment Type:** Full-Time, Exempt, Staff Position

**Supervisor:** Policy Director

**Position Description:**

The Workforce Development Associate position is an exciting opportunity to build SCOPE's capacity and deeper understanding to uplift SCOPE's economic justice vision of shifting jobs from extractive to restorative, towards a Just Transition. The responsibilities include conducting research on career pathways, policies and investment initiatives, guiding our internal just transition analysis, building coalitions through partner outreach, and providing internal training education and organizing opportunities for SCOPE members and staff. The Workforce Development Associate will work closely with the Policy Director and collaborate with all directors and staff to play a key role in building a deeper understanding of the barriers workers face and potential pathways to good jobs.

**Organization Overview:**

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

**Essential Duties and Responsibilities:**

*Workforce Development Coordination, Research and Analysis, and Coalition-building (70%)*

- Researches and provides critical analysis on workforce development issues, including identifying the new economy's job positions, career pathways/options and workforce categories, as well as policies and investment initiatives that SCOPE is currently working on
- Develops the organization's deeper understanding and capacity to engage on work development policies and initiatives, as they relate to economic and environmental justice priorities
- Uplifts SCOPE's economic justice vision around the new economy we're transitioning into, given climate and energy justice investments
- Guides internal analysis of how to shift workers from an extractive to a regenerative new economy within a just transition framework
- Builds and maintains relationships with strategic allies and coalitions, including partner outreach with labor unions, community organizations, environmental and environmental justice groups, workforce development professionals, educational institutions, public agencies, elected officials, political allies, etc.
- Works with the Policy Director to develop "high road" job creation and job access strategies, navigate the workforce development system, and advocate for policies and programs
- Builds the organization's deeper understanding of the barriers workers face and potential pathways to good union jobs
- Provides leadership on a California Workforce Development Board High Road Training Partnerships project related to union apprenticeships into LADWP positions

*Internal Staff and Member Support and Training/Technical Assistance Delivery (30%)*

- Brings research and analysis on workforce development issues to SCOPE's grassroots membership
- Works with the Policy Director to plan and coordinate community organizing strategies that engage SCOPE's grassroots membership and staff on workforce development issues

- Develops and designs new curriculum and training to engage SCOPE staff and members around what it means to shift jobs from an extractive economy to a restorative economy using a just transition framework
- Provides support and technical assistance to SCOPE staff and members, such as researching and disseminating information on electric charging stations and places for people to go during climate emergencies like heat waves
- Engages youth (ages 18-24) around workforce development issues and career pathways

**Essential Knowledge and Abilities:**

- A strong commitment to racial and economic justice and the labor movement
- Prefer experience with social/environmental justice, workforce development, labor organizing, advocacy, education, public administration, and/or working with communities of color and populations facing barriers to employment (e.g. formerly incarcerated/houseless/foster youth)
- Experience (2-5+ years) in workforce development or adjacent field (education, labor organizing, program management, or policy advocacy)
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- Works well under deadline pressure and stays on top of multiple projects
- Skills in grant administration and/or navigating complex systems a plus
- Ability to work independently and collectively, possession of strong interpersonal communication skills
- Willingness to work longer hours and weekends when necessary
- Reliable transportation required
- Must be willing to work extended hours, evenings, and some weekends

**Work Environment:** This position operates on site in a professional office environment, however at times it may be temporarily remote depending on the evolving COVID-19 pandemic. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually quiet.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

**Employment Type:** This is a full-time, exempt, at-will staff position. Exempt employees are expected to work the appropriate and necessary time within reason in order to complete key assignments and related tasks on schedule, and serve a probationary period during their first six months of employment.

**Compensation & Benefits:** Competitive starting salary of \$64,480 (dependent on experience), fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

**To Apply:** Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: [scope-hr@scopela.org](mailto:scope-hr@scopela.org); include “**Workforce Development Associate**” in the subject line.