

The Economic Opportunities Specialist (EOS) position is a grant-funded, two-year position that reports to the Consulting Services Manager. The EOS will be a key member of Building Changes' Economic Opportunities Institute, a program which will begin in 2010 and will engage 30 nonprofits in Washington State in a capacity building process intended to improve their ability to deliver employment services and benefits to people earning low incomes, including those who are homeless. The EOS will build relationships with nonprofits in Washington State, develop trainings to meet the capacity building needs of these agencies, and deliver trainings and individualized consultations to the agencies. The EOS will work within the Consulting Team of Building Changes.

Minimum Qualifications:

- Bachelor's degree required and three years of related experience, or an advanced degree in a related field and two years of experience.
- Three years combined experience providing employment and education services to low income or homeless adults OR providing capacity building training and technical assistance to professionals that provide economic opportunity services to low income or homeless adults.
- Project management experience, including demonstrated skills in group process and team leadership.
- Solid computer skills using Windows-based word processing and spreadsheet programs; additional database and statistical analysis skills preferred.

Knowledge Preferred:

- Knowledge of promising employment practices and for experience working within or collaborating with mainstream employment and education systems, such as WorkSource, WorkFirst, and/or community colleges.
- Knowledge of public benefits such as TANF, Medicaid, GAU, and Food Stamps, as they relate to low-income populations, and promising practices for increasing enrollment and access to these resources.
- Understanding of promising housing and/or services practices for special needs populations, with an emphasis on youth, young adult, family and/or single adult homelessness, mental illness and chemical addiction, and re-entry from incarceration.
- Understanding of diverse local, state, and federal funding mechanisms, planning processes, and trends related to employment services and homeless and special needs housing and services.

Skills Required:

- Strong facilitation, training, and public speaking skills
- Excellent interpersonal, writing, and organizational skills
- Qualitative and analytic skills
- Strong organizational skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Working knowledge of database programs
- Valid driver's license and vehicle for occasional travel

Attributes Required:

- Ability to maintain professionalism in controversial, complex, and public situations
- Self-starter with ability to work both independently and on collaborative teams
- Strong desire to work in our field; to end homelessness together
- Desire and ability to work with both internal and external contacts
- Ability to work in a fast paced, complex organization with composure and focus

Essential Functions:

- Engage, recruit, and develop relationships with nonprofits in Washington State to join Building Changes' Economic Opportunities Institute
- Develop and disseminate training and consultation materials, such as presentations and reports, for use in the Economic Opportunities Institute, Washington Families Fund training, and other Building Changes consulting activities
- Provide training and consultations to nonprofit staff professionals participating in the Economic Opportunities Institute, Washington Families Fund training, and other Building Changes consulting activities
- Research and disseminate best practices on topics including improving capacity on nonprofits, delivering employment services to people experiencing homelessness, and streamlining access to benefits
- Facilitate meetings, internally and externally, of small and large groups of professionals and people experiencing homelessness

- Responsible for all areas of the overall grant budget amount specifications for this 2-year project
- Manage project timelines to stay within grant specifications

Physical & Mental Requirements:

- Ability to sit for long periods of time at computer
- 10 to 25% travel time
- Frequent travel, primarily in the state of Washington

Working Conditions Equipment & Materials
Air-conditioned office and free parking

Computer and other necessary technology

Full-time temporary exempt position: 40 hours per week.

Salary Range: DOE plus generous benefits package

Building Changes is an Equal Opportunity Employer

To apply for this position, please send:

COVER LETTER *and* RESUME by

Thursday, December 31, 2009 to:

Building Changes, Attn: Personnel

2014 East Madison, Suite 200

Seattle, WA 98122

jobs@buildingchanges.org