



## Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

<b>FUNCTIONAL JOB TITLE</b>	<b>Workforce Development Coordinator (Bi-Lingual)</b>
<b>DEPARTMENT</b>	<b>Community Impact</b>
<b>REPORTS TO</b>	<b>Senior Director of Workforce Development</b>
<b>DATE:</b>	<b>May 2026</b>

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### Position Objective:

Work with the Senior Director of Workforce Development to achieve program goals and report outcomes in the areas of workforce readiness and career development. This role involves collaborating with clients to meet program objectives, managing administrative and office functions, and supporting various programs that align with and advance the mission of the organization. The position requires a proactive approach to enhancing program effectiveness and ensuring the successful delivery of workforce development initiatives. Bilingual (English/Spanish) proficiency is strongly preferred to support communication with program participants.

### Essential Functions:

- Provide services and resources for clients as required by United Way of Long Island Workforce Development and Community Impact Programs.
- Assist with intake and applications.
- Collect, file and maintain required documents. Regularly review and ensure files are in proper order and in compliance with grant standards.
- Regularly input and maintain client database systems.
- Generate correspondence, reports or other documents as required.
- Respond to requests for program information by sending out appropriate materials.
- Assist with coordination of special projects, events and activities as required.
- Perform other tasks as requested.

### Responsibilities:

- Implement an outreach strategy to effectively update client files and placement data.
- Manage and update Program Data.
- Collaborate with partner agencies as required by programs.
- Maintain and update the database of employers.
- Provide consistent follow-up services with employers to ensure employment success and job retention.

- Attend community events and job fairs throughout Long Island.
- Identify and compile relevant job openings and positions from various job boards that align with the qualifications of students and alumni.
- Communicate job opportunities to clients through targeted email campaigns and SMS notifications.
- Assist with implementation of job readiness workshops.
- Will have additional duties and responsibilities to enhance the program outcomes and workflows for the Community Impact Dept.

**Qualifications:**

- Bachelor's degree in education, social sciences, business, or related field, or equivalent relevant experience.
- Strong interpersonal, communication and writing skills.
- Bi-Lingual Conversational (Spanish)
- Excellent public speaking, listening and written communication skills.
- Organized, capable of handling multiple requests and task, detail oriented, excellent at follow-through and ability to meet deadlines.
- Willingness to learn and ability to work as part of a team.
- Friendly, approachable attitude; seeks to nurture relationships with clients, staff and community members.
- Strong technology skills including computer hardware, Microsoft Office Suite and SharePoint and Social Networking.
- Must have a valid NYS driver's license with a clean driving record.
- Strong commitment to the goals and mission of the United Way of LI

**Salary Range:**

**\$50,000 to \$60,000**

**Interested candidates should send cover letter and resume to John Diaz at [jdiaz@unitedwayli.org](mailto:jdiaz@unitedwayli.org)**