



# Imagine LA | Economic Mobility Program

## Employment Specialist

[Imagine LA](#) is a dynamic and growing nonprofit organization dedicated to ending the cycle of family homelessness and intergenerational poverty. Through a holistic combination of clinical case management, economic mobility programming, and whole-family mentorship — our [Family Partnership Model](#) — we prevent first-time and repeat homelessness and equip families to maintain housing stability and thrive long-term.

Imagine LA is a smart, collaborative, and passionate environment that combines the best practices of social services and business. Our core values are Love, Teamwork, Equity, Compassion, and Accountability. Our culture is passionate, joyful, encouraging, and collaborative, and our humanity always comes first. We love coffee and food (no, really) and are committed to the holistic well-being of our staff. Everything we do is in the service of our families (check out our [2022 Impact Report](#)), we are actively advancing our Equity, Diversity, and Inclusion work, and we intentionally invest in staff. We value relationships, empowerment, collaboration, diversity, efficiency, innovation, and communication. Every day we ask ourselves, “How can we make this organization better, more efficient, more people-focused, more equity-driven?”

**The Family Partnership Model** - Everything we do is built on a foundation of trust and relationships. Trauma informed case management works to prevent first-time or repeat homelessness, and clear barriers to family goals, which sets the stage for economic mobility programming, financial independence, and success for the whole family. All families gain access and guidance through a comprehensive Financial Fitness curriculum, our Matched Savings program, Living-Wage Careers Pathways (healthcare, logistics, technology, and more), and support securing childcare. All family members ages 5 and up have the opportunity to be matched with their own trained volunteer mentor. After graduation, families and mentors come back to inspire the next generation.

## ECONOMIC MOBILITY PROGRAM

In November of 2019, Imagine LA embarked on its Financial Wellness Pathways initiative to identify for single headed families viable living wage career pathways with childcare and financial literacy skills and tools to achieve financial independence.

As a result, we have created our new Economic Mobility Program (EMP) which provides families with workforce development that leads to living wage careers, paired with the reliable childcare and financial fitness coaching that families need to build economic mobility, financial independence, and a lasting exit from poverty. The 4 key components of EMP are: Living-Wage Career Pathways, Affordable Childcare,

Financial Fitness, and navigation of the complex social benefit system. The EMP is both a part of our Family Partnership Model and a service that can be potentially utilized by clients of other homelessness and poverty services agencies.

The **Employment Specialist** is responsible for supporting the Economic Mobility Program (EMP) and working directly with families as part of Imagine LA's Partnership Model. The Employment Specialists' key projects will include supporting the development and enhancement of livable wage employment opportunities and resources within the Pathways component of the program, engaging referred participants in employability training and preparation, and connecting families to livable wage careers by creating a network of employer and workforce development partnerships. This role will be a contributor to the planning and implementation of all other EMP Components: Financial Fitness, Access to Viable Childcare, and Social Benefit Navigation. They will work closely with the EMP Team, Family Team Managers, & program partners to ensure Imagine LA families are supported in professional development and connection to EMP.

This position reports directly to the **Economic Mobility Program Sr. Manager** and is a key member of the economic mobility team.

**On Site Location:** 1418 N. Spring Street, Unit 102, Los Angeles, California 90012 - Imagine LA Main office.

**Responsibilities:**

- Living Wage Career Pathways
  - Assist in developing Pathway's procedures and programming related to employability and job placement
  - Identify workforce employers and create a network of living wage opportunity partnerships for program participants within the designated pathways industries
  - Foster standing relationships with a workforce development partners
  - Maintain updated information about each partner's workforce development programs to share accurate and updated information with Family Team Managers and families
  - Work with families interested in Pathways to ensure understanding, enrollment, and successful completion of program by following the referral and support procedures
  - Work closely with Family Team Managers, external referring staff and families to troubleshoot any issues presented as they engage in employment programming
  - Track engagement data for families enrolled in Pathways component and document in salesforce
  - Work in partnership with referring staff to identify supportive services needed to ensure families are equipped to engage and succeed in Pathways
  - Work with the EMP Sr. Manager to assess the efficacy of the referral and support procedures related to successful pathways outcomes
- Financial Fitness
  - Engage EMP families in financial goal setting and budgeting
  - Assist in the development and execution of financial workshops and events

- Support families to ensure understanding, enrollment, and successful completion Financial Fitness engagement
- Work closely with Family Team Managers and Pilot Case Managers to troubleshoot any issues presented as they engage their families in Financial Fitness
- Childcare
  - Make an assessment of family need for childcare in supporting employment pursuits and make appropriate referral
  - Collaborate with EMP team to develop a robust Childcare network and referral process that will encourage successful enrollment and support families in need of Childcare subsidies and services
- Social Benefit Navigator
  - Support facilitation of SBN assessments with program participants
  - Utilize Social Benefits Navigator tool to ensure families have clear understanding of how employment pursuits effects income, benefits, and tax credit potential
  - Utilize tool to assist families in making informed professional decisions

**Other responsibilities include but are not limited to:**

- Promote workforce readiness by providing professional development training and support
- Engage participants in completion of a vocational assessment for the purpose of identifying skills, education, employment history, strengths and barriers
- Assist participant in developing an employment plan, goal setting and track progress
- Knowledge of job-readiness skills such as resume writing, interview techniques, and mock interviews
- Assist in developing a comprehensive employability curriculum and network of professional resources
- Facilitate quarterly work-readiness workshops, events, and job fairs
- Provide direct support to families with Economic Mobility Programming
- Support the implementation and growth of the Economic Mobility Program which includes working with outside partner agencies to access the four components of economic mobility
- Send scheduled communications to Imagine LA network regarding professional opportunities, announcements of upcoming program deadlines, and application information via Imagine LA's internal and external facing newsletters and reports
- Maintain accurate data that will help assess programming progress, successes, and opportunities for enhancement
- Engagement in Interorganizational culture building, trainings, and family/community events

**Qualifications and Skills**

- The ideal candidate has 3+ years of workforce development and/or social service case management experience. (Such as job developer or employment specialist roles, experience serving individuals and families)

- Authentically and empathetically build strong working relationships with people of diverse socio-economic and cultural backgrounds; using a trauma informed approach to meet our families where they are
- Ability to multitask and prioritize in a deadline-driven environment while maintaining very high attention to detail
- Self-starter with ability to identify problems and propose solutions; comfortable having difficult progress informed conversations
- Ability to effectively communicate needs and desires while maintaining professionalism & communicating priorities to the EMP manager
- Takes initiative and can work independently while remaining engaged in a strong, mutually respectful team
- Can hold individuals accountable to meet goals and objectives
- Ability to effectively communicate professional needs and desires to management while maintaining professionalism & communicating priorities to the team
- Understanding the importance of delivering service through a social justice lens & willingness to educate others on issues of systemic oppression, implicit bias, racial microaggressions, etc.
- Passion for the organization's mission and deep interest in being an integral part of the Imagine LA team
- Comfortable with Microsoft suite

#### **Ideal Attributes**

- Knowledge of WIOA, Cal Jobs, and local resources; AJCC's, WorkSource/ Youth Source centers
- Displays detailed working knowledge of Salesforce functionality and reporting requirements and aids with ongoing improvements around data collection, storage, and reporting
- Experience with developing training curriculum and facilitation skills
- Prominent levels of integrity, flexibility, and strategic thinking, along with the creativity and persistence to elicit new thinking and change
- Reliable transportation: valid CA driver's license
- Bilingual (Spanish preferred)

**Salary and Benefits:** This position is full-time, non-exempt with excellent benefits (including medical, dental, vision, retirement, leave and holidays). Salary \$50,000-\$55,000 depending on experience; employment with Imagine LA is contingent on completion of satisfactory background check and proof of vaccination and booster. Parking/public transportation pass provided.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain nor be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**Imagine LA is an equal opportunity employer** that actively seeks to create a diverse work culture that reflects the community that we serve and ensures our team continues to do what we do best. Research

shows that women and people of color are less likely to apply for a role unless they meet 100% of the qualifications; however, we encourage you to apply even if you do not check all the boxes above, and we look forward to reviewing your application holistically.