Common Wealth

JOB ANNOUNCEMENT – YOUTH EMPLOYMENT PROGRAMS COORDINATOR

Common Wealth Development is seeking a motivated individual to oversee our award-winning youth workforce development programs within a framework of racial justice and health equity. The Youth Employment Programs Coordinator will be responsible for coordinating the logistics of multiple youth workforce development programs and supervising a team of employees carrying out program objectives. They will also work closely with other CWD programs and staff to further our goal of fostering equitable economic development. This is a full-time salaried position with benefits, including a generous paid leave package and health insurance. Salary is $40,000 - $45,000, depending on experience. Applicants should have a valid driver’s license and regular access to an insured car.

Major Responsibilities

- Oversee and coordinate the logistics of multiple workforce development programs, including program materials, space reservations, and scheduling with program partners.
- Insure program sessions are adequately staffed, including volunteers.
- Supervise and support a team of Youth Employment Specialists and PASS AmeriCorps Members.
- Assist with program sessions as needed.
- Collaborate with CWD economic development programs and assist with program development.
- Develop and effecting working relationships with both CWD staff and external partners.
- Assist in the preparation and review of grant proposals and reports to private funders.
- Track program budgets and assist in the organization’s budget preparation process as needed.
- Maintain confidential records of client progress.
- Compile reports and evaluate program outcomes.

Desired Qualifications

- Experience and commitment to working with teens from low-income homes.
- Experience and commitment to working with teens from racially diverse backgrounds.
- Knowledge of workforce development as a component of comprehensive community and economic development.
- Commitment to racial justice and health equity.
- Management and supervisory experience.
- Experience coordinating multiple programs, and experience in workforce development programs.
- Knowledge of pedagogy and experience facilitating trainings with teens.
- Working knowledge of best practices in positive youth development and youth employment.
- High level of motivation and ability to prioritize tasks and handle multiple responsibilities at once.
- Ability to communicate effectively and professionally both verbally and in writing.
- Proficient in word processing and database programs, especially Microsoft Office.
- Spanish and/or Hmong speaking skills.

Common Wealth Development values diverse life experience in its hiring process and is an Equal Opportunity Employer. Bilingual, bicultural, and people of color are strongly encouraged to apply. We value the work of our local schools and educators, and graduates of Madison area high schools are strongly encouraged to apply. Our team is diverse in every sense of the word, but united in our linked fate, shared prosperity, and our commitment to an upstream approach to racial justice, health equity and violence prevention.

To apply, fill out an employment application (available at www.cwd.org or at our office) and submit a complete application packet to: Common Wealth Development, 1501 Williamson Street, Madison, Wisconsin 53703, or by email to hiring@cwd.org.

Application packets must contain each of the following:

1) Completed employment application
2) Resume
3) Cover letter describing your experience:
   - coordinating workforce development programs;
   - supervising a diverse team; and,
   - leading training sessions for teens in a culturally competent manner.

Preference will be given to complete application packets received by 5:00 pm Monday, November 19, 2018.

Applications accepted until position filled.

No faxes. No calls please, except to confirm receipt of application materials.
Common Wealth Development

JOB ANNOUNCEMENT – YOUTH EMPLOYMENT SPECIALIST

Common Wealth Development is seeking a motivated, energetic youth worker to join our team. This individual will focus especially on job development and networking with businesses to create employment opportunities for youth from our programs. They will also work directly with teens and help deliver our employment and financial education, job placement, and mentoring programs to economically disadvantaged youth. This is a full-time position with some evening hours required. Hourly wage is $16.50 - $18.00, depending on experience, with full benefits. Applicants should have two years’ experience working with and/or mentoring youth from economically disadvantaged backgrounds, as well as youth from racially and/or ethnically diverse backgrounds, a valid driver’s license, and regular access to an insured car. Common Wealth values the work of our local schools and educators, and graduates of Madison area high schools are strongly encouraged to apply.

Major Responsibilities

• Develop positive employment opportunities with businesses that will partner with Common Wealth to provide supportive job placements for economically disadvantaged youth from our program.
• Facilitate the placement of teens into jobs and follow up on their progress with employers.
• Network with businesses, community, school personnel, and families to promote the programs.
• Identify and recruit economically disadvantaged teens for the programs.
• Arrange and conduct employment and financial education trainings and workshops.
• Mentor youth in the programs to ensure successful employment, money management, and orientation toward higher education.
• Communicate and work effectively with a team to ensure highest quality programming and support for teens.
• Assist in program planning and evaluation.
• Maintain written records and computer database.
• Perform other tasks as requested by the Youth Programs Manager and the Executive Director.

Desired Qualifications

• Experience and commitment to working with teens in poverty or from economically disadvantaged backgrounds.
• Knowledge of workforce development as a component of comprehensive community and economic development.
• Experience and commitment to working with teens from racially diverse backgrounds.
• Strong personal connections to economically disadvantaged communities.
• Strong personal connections to racially and/or ethnically diverse communities.
• Spanish and/or Hmong speaking skills.
• Experience leading training sessions for teens.
• Ability to lead employment and financial literacy training sessions.
• Ability to communicate effectively and professionally with businesses, youth, families, and school personnel.
• High level of motivation and ability to prioritize tasks, handle multiple responsibilities at once, and work effectively both independently with minimal supervision and as a member of a team.
• Attention to detail and ability to follow through on tasks in a timely manner.
• Proficient in word processing and database programs. MS Access experience preferred.

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Application packets must contain each of the following:

1) a completed employment application; 2) a resume; and 3) a cover letter describing your experience and/or ability to:
• work with and/or mentor teens in poverty or from economically disadvantaged backgrounds
• work with and/or mentor teens from racially and/or ethnically diverse backgrounds;
• network with the business community and/or help individuals find employment; and
• lead training sessions.

Preference will be given to complete application packets received by 5:00 pm Friday, December 14, 2018.

Applications accepted until position filled.

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Common Wealth

JOB ANNOUNCEMENT – HOUSING SPECIALIST

Common Wealth is seeking a motivated, energetic Housing Specialist to assist our team in the management of 146 affordable housing units on Madison’s east and west side. This position involves marketing and leasing, administrative support, and tenant relations. Applicants should have strong administrative and organizational skills. This is a full-time position at 40 hours/week. Pay is $37,000-$42,000, depending on experience, with full benefits.

Requirements:
- Excellent organization skills and attention to detail, ability to work in a fast-paced environment, ability to prioritize tasks to meet deadlines, handle multiple responsibilities at once, and work effectively both independently with minimal supervision and as a member of a team
- Experience working with people from low-income homes and racially diverse backgrounds
- Ability to develop and maintain positive relationships with tenants and community agencies
- Ability to communicate effectively orally and in writing
- Ability to work with a wide range of individuals and to deal with conflict
- Fluent in Microsoft Office, including Word and Excel
- Excellent Internet, word processing, spreadsheet and database skills
- Have own vehicle, clean driving record and liability insurance
- Experience in customer service
- Marketing experience
- Three years of consecutive experience in a paid administrative setting

Desired Qualifications:
- Strong personal connections to low-income communities and communities of color
- 3+ years’ experience in property management
- 3+ years’ experience working with people from low-income homes and racially diverse backgrounds
- Training in WHEDA Tax Credit Compliance and HOME Program Regulations
- Fair Housing Training
- Bilingual in Spanish & English
- Experience with the property management software AppFolio.

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To apply, fill out an employment application (available at www.cwd.org or at our office) and submit a complete application packet to: Common Wealth Development, 1501 Williamson Street, Madison, Wisconsin 53703, or by email to hiring@cwd.org.

Application packets must contain each of the following:
1) Completed employment application
2) Resume
3) Cover letter describing your experience:
   - In residential property management; and
   - with people from low income households and racially diverse backgrounds

Preference will be given to complete application packets received by 5:00 pm Friday, November 9, 2018.

Applications accepted until position filled.

No faxes. No calls please, except to confirm receipt of application materials.
Common Wealth Development is seeking a motivated individual to lead our business incubation programs. The Business Development Manager will be responsible for overseeing the day-to-day functions of our incubator facilities, fostering the success of tenant businesses, and building an entrepreneurial community. The Manager will also be tasked with strengthening the connection between our business incubators and workforce development programs, utilizing both current programs and the development of new programs. This is a full-time salaried position with benefits, including a generous paid leave package and health insurance. Salary is $45,000 - $55,000, depending on experience.

**Major Responsibilities**

- Supervise the day-to-day operations of our commercial properties and two business incubator facilities, the Madison Enterprise Center and Main Street Industries, including the marketing and leasing of suites, enforcement of lease provisions, and coordination of maintenance needs.
- Foster success of tenant businesses by meeting regularly with tenants to understand goals and challenges and matching businesses with resources and mentors in the community.
- Build an entrepreneurial community within and around our facilities by planning and executing tenant engagement events and establishing connections with other organizations and individuals in the greater Madison entrepreneurial support community.
- Increase the connection between the business incubators and CWD’s workforce development programs. Design new programming to integrate these efforts.
- Develop and manage program budgets.
- Work collaboratively with CWD staff to further the goal of equitable economic development.
- Produce and deliver both internal and external reports on the state of the business incubation and development programs.

**Desired Qualifications**

- Experience in commercial property management and leasing.
- Experience in entrepreneurship, and/or supporting entrepreneurs.
- Knowledge of the key players in the Madison entrepreneurial ecosystem.
- Experience in workforce development programs.
- Experience in program design.
- 2+ years in a leadership or program management role.
- Supervisory experience.
- Commitment to racial justice and health equity.
- High level of motivation and ability to prioritize tasks and handle multiple responsibilities at once.
- Ability to communicate effectively and professionally both verbally and in writing.
- Proficient in word processing and database programs, especially Microsoft Office.
- Experience with the property management software AppFolio.

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To apply, fill out an employment application (available at [www.cwd.org](http://www.cwd.org) or at our office) and submit a complete application packet to: Common Wealth Development, 1501 Williamson Street, Madison, Wisconsin 53703, or by email to [hiring@ cwd.org](mailto:hiring@cwd.org).

Application packets must contain each of the following:
1) Completed employment application
2) Resume
3) Cover letter describing your experience:
   - supporting entrepreneurs;
   - in commercial property management; and,
   - with workforce development programs.

Preference will be given to complete application packets received by 5:00 pm Monday, November 5, 2018.

Applications accepted until position filled.

No faxes. No calls please, except to confirm receipt of application materials.