



Workforce Target Supervisor

About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success.

Every day, we work to educate, empower and support motivated immigrants to better meet their needs—from feeding their families and advancing their education, to learning English and becoming American citizens. Canal Alliance strives for a trauma-informed approach and inclusive culture. We invest in high quality services, professional development and work-life balance.

Position Summary:

Canal Alliance is seeking a Workforce Target Supervisor. The Workforce Target Supervisor focuses on supervision of our workforce Construction, Bus Operator, Latinos in Finance, and CNA programs. The Supervisor provides administrative oversight, instructional leadership, and creates and maintains relationships with our industry partners. The Supervisor is responsible for ensuring all workforce programs deliver the desired outcomes and wage gains for immigrant clients. A successful candidate is passionate believer in the power of education to improve the lives of immigrants and their families. The WF Target Supervisor reports to the Senior Manager of Workforce Development. This is a full-time, exempt position. Candidates should have the ability to work Monday-Friday from 9am-5pm PST, including occasional evenings and Saturdays. This is an in-person role with occasional hybrid opportunities and requires proof of Covid-19 vaccination. Candidates must live in the State of California.

Essential Functions:

- Supervise all target program activities for construction, bus operator, certified nursing assistant, and banking pathways
- Supervision over client enrollment, progression through workforce programs, and workforce placement
- Provide supervision and case management coaching for WF Target Navigator
- Ensure that workforce navigators are using a restorative and client centered approach in offering supportive services
- Supervising strategies for recruitment and for monitoring participants in the program
- Ensure that assessments, placement, and employment verifications are successfully completed by the WF Target Navigator
- Supervise data input in Salesforce and analyze client data
- Oversight over graduation events
- Identify and align apprenticeship opportunities



- Create and maintain relationships with educational partners, industry partners, and community partners
- Coordinate and supervise volunteers in target workforce programs
- Overall support of WF Service Programs as assigned by WF Development Senior Manager
- Other Duties as assigned by Senior Manager

Requirements

- 1-2 years of supervision experience
- 2-3 years of case management experience and working with underserved populations
- Associate/Bachelor's Degree or 1-2 years experience in workforce development
- Bilingual in Spanish and English **(REQUIRED)**
- Proficiency in Microsoft Word, Excel and Outlook
- Experience working with Salesforce and/or other CRM (preferred)

Knowledge, Skills, and Abilities

- Knowledge of workforce development systems
- Strong leadership and supervision skills
- Ability to supervise staff in coaching clients in workforce soft skills such as resume building, interviewing skills, and negotiations
- Ability to use cultural responsiveness with clients and staff
- Ability to collect, analyze and use data at the student level as well as program level
- Ability to focus on results and inspire others to do the same
- Ability to think strategically and creatively
- Ability to effectively communicate both verbally and in writing
- Ability to establish positive working relationships with staff, clients and partners
- Ability to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively
- High competency using Microsoft Office and data systems
- Ability to take initiative and work collaboratively on a team
- Strong time management and organization skills

Compensation & Benefits

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes:

- Salary/Hourly pay range of 70K
- Full-time, exempt position
- 3 weeks paid vacation per year
- 12 days of sick leave per year
- 4 Wellness Days per year (one per quarter)
- Paid Birthday each year
- 16 paid holidays per year



- 100% paid employee medical & dental insurance, life insurance, LTD, and EAP.
- 403(b)-retirement plan with employer match of up to 4% after 3 months of employment.
- Voluntary benefits include FSA, vision, life, and pet insurance, as well as coverage for dependents.
- Telehealth for physical and mental health

Location

This position is fully on-site at our office in San Rafael / fully remote / hybrid, requiring X days per week in office, and attendance at quarterly in-person staff retreats.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

Please click this link to apply: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/2275922>