Omega Community Development Corporation
Hope Zone Workforce Trainer

**TITLE:** Hope Zone Workforce Trainer  
**EFFECTIVE DATE:** July 17, 2023  
**FLSA CLASSIFICATION:** Exempt, Salaried  
**LOCATION:** Dayton, OH  
**SALARY RANGE:** $18-$25/hr  
**POSITION TYPE:** Part time

**REPORTS TO:** Lead Workforce Development Trainer

**ABOUT OMEGA CDC**

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, opened in November 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

**ABOUT THE HOPE ZONE PROMISE NEIGHBORHOODS**

Motivated by the need to strengthen and sustain a measurably impactful system of change for 6,700 children and 3,400 families living in Northwest Dayton, the Hope Zone Promise Neighborhoods is an initiative that is premised in racial equity, informed by community engagement, and vitalized by continuous identification, assessment, and analyses of gaps and barriers to mitigate generational poverty.

**POSITION DESCRIPTION**

The Hope Zone Workforce Trainer will assist to develop and deliver an outstanding training and effective curriculum that will engage cohort members/clients to help meet their individual learning objectives to fulfill the Ready to Work (Workforce) soft skills job performance targets. This position is responsible for two roles: as the Hope Zone Workforce Trainer, it requires regularly implementing and reviewing the curriculum to maximize client/cohort participation,
satisfaction, and program success. As the Program Administrative Assistant, you must create and maintain all clerical information, program data, cohort recruiting, and weekly communication. In addition, referrals to the Lead Workforce Trainer as opportunities arise are expected along with completing other duties as assigned.

**PRIMARY RESPONSIBILITIES**

- Ensure all program sessions, activities, projects, and communication of objectives are clear for each cohort member/client.
- Prepare materials, purchase session meals, and training equipment for program sessions and activities prior, during, and/or after each session as needed with Lead Workforce Trainer approval.
- Maintain a program of instruction, demonstration, and a positive-affirming atmosphere during individual work time that allows the cohort member opportunities to observe, ask questions, and problem solve assignments covered during each session.
- Deliver soft job skills curriculum according to the content and metrics required and expected by the county and government standards.
- Proactively collect and evaluate program performance metrics/goals using entry interviews, exit interviews, and weekly session feedback surveys, formulate program data, and quality program outcome analysis (all used to prepare, formulate, and construct all end-of-session county reports).
- Schedule and coordinate appointments for cohort and community participants.
- Create and maintain client database, records, and any other client program-related information.
- Create and maintain a client recruiting database, records, and community contact information.
- Organize the Completion Ceremony at the end of each 8-week/4-week or All in a Day session.

**QUALIFICATIONS**

- High School diploma required, Associate's or Bachelor's degree is preferred, and equivalent work experience is preferred.
- Experience as a social worker, community health worker, case manager, counselor, or community advocate is strongly preferred.
- Ability to organize and prioritize work and successfully facilitate multiple projects are necessary skills.
- Previous work and/or volunteer experience with community-based organizations, families and children, educators, and volunteers.
- Excellent networking, communication, and interpersonal skills Cultural competency and sensitivity with groups and individuals representing a variety of needs, abilities, and socioeconomic backgrounds. Ability to respond flexibly to a fluid and evolving program environment.
- Strong time management, organizational skills, and attention to detail.
• Excellent computer skills, including data entry (Microsoft Office Word, Access, PowerPoint, and Excel; Google Office Suite).
• Ability to work collaboratively with partners, colleagues, and participants.
• Connections to community resources and institutions is a plus.

**Licensure or Certifications Required:**

• Driver’s license, insurance and operational vehicle are required. Travel may be frequent, including travel outside the Dayton area.

**Typical Work Hours:**

Normal Office hours are 9:00am – 5:00pm, Monday through Friday. **The Hope Zone Trainer may work up to 40 hrs per pay period.** Some evenings and weekends will be required.

**Non-Discrimination Policy**

*Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.*