

The San Diego Housing Commission is seeking a **Workforce & Economic Development Coordinator** to join our team at our Broadway offices in Downtown San Diego. The Housing Commission is an equal opportunity employer, with a staff of approximately 240 individuals from diverse backgrounds.

The Workforce and Economic Development Coordinator position is full-time, with a salary range of \$54,121 - \$65,873/yr. The description is as follows:

Duties and Responsibilities: Independently perform a broad range of difficult and responsible duties in the design, development, implementation, monitoring and evaluation of programs designed to promote and enhance economic self-sufficiency and quality of life. Participate in the conceptualization of new programs and services requiring an in-depth understanding of barriers and challenges that low-income families face.

Qualifications and Requirements: Demonstrated experience in designing, developing and implementing successful self-sufficiency programs for low-income adults and youth, including Small Business Development, apprenticeship, and/or Financial Skills Education. Ability to effectively design, coordinate and monitor youth programs. Ability to establish and maintain strong community partnerships. Ability to provide leadership, organizational skills and oversight to ensure planned program and client outcomes are achieved. Ability to develop content and facilitate asset-building workshops for adults and youth. Ability to participate in the conceptualization and design of programs for grant application purposes. Ability to perform case management services and track client progress for an assigned caseload. Must be able to effectively communicate orally and in writing. Bilingual English/Spanish desired. Experience in micro-enterprise development a plus. Bachelor's degree in a related field and related experience or an equivalent combination of education/experience.

The Housing Commission welcomes your interest in joining our team! Please apply via our website: www.sdhc.org. Click on the "Job Opportunities" link to submit an online application and resume.