



Finger Lakes ReUse, Inc. Staff Position Description – Summary and Qualifications

Job Title: Workforce Coordinator

Reports to: Chief Operations Officer

POSITION SUMMARY:

The Workforce Coordinator is primarily responsible for providing support, coordination, scheduling, training and job readiness development for ReUse Center trainees, including program participants, apprentices, and youth. Their 5 key tasks will include:

- Provide orientation and support to trainees, new employees, student workers, and apprentices operationally (assigning and training tasks) and administratively (email communication, database management etc.).
- Work with partners to recruit trainees to open positions and connect active participants to external employment opportunities, including attending regular community meetings related to career development and acting as an ambassador for the organization.
- Work in ReUse Center operations to model organizational values, be up-to-date on organizational needs, and help communicate with trainees.
- Identify and provide advocacy for external support services as needed.
- Support the development and coordination of internal trainings for employees.

REQUIRED QUALIFICATIONS:

- 1+ years of experience in worker supervision, training and/or social work, demonstrating enhanced worker performance as a result of supervision and/or training.
- Experience engaging with individuals with any of the following employment barriers: incarceration/criminal history, economic hardship, disability, substance addiction etc.
- History of demonstrating high emotional intelligence and awareness in collaborating and supervising others.
- Experience delegating and guiding coworkers and/or volunteers in fair and effective manner.
- Ability to communicate pleasantly and effectively with staff, non-staff workers, customers, donors, and the public.
- Ability to identify and achieve goals independently, take proactive responsibility of organizational needs, identifying and
- Minimum education not required.

PREFERRED QUALIFICATIONS:

- Ability to lift and move up to 50 pounds through the workday, following safe lifting practices.
- Retail experience, including specific knowledge of building materials or clothing and other textiles, including fabric types, brands and resale value.
- Ability to work in an environment containing occasional household allergens (i.e. dust and pet dander)
- Demonstrated experience communicating effectively with diverse audiences, & working with diverse populations.
- Previous experience working in human services, volunteer coordination, and/or with reuse or retail operations.
- Demonstrated experience with Microsoft Office Suite and Google Apps.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

Finger Lakes ReUse is a certified Living Wage Employer and an Equal Opportunity Employer. The compensation range for this position is \$20.00 – 25.00 /hr. Finger Lakes ReUse offers competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide personal and professional advancement opportunities, including professional development, training opportunities, and promotions from within.

ABOUT US:

Finger Lakes ReUse is a charitable non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage diverse representation from the community in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two locations open daily to the public (the Triphammer ReUse MegaCenter – 2255 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd). Each location features quality household items, furniture, refurbished electronics, building materials and more at affordable prices. Purchases help support community programs including the ReSET job training program and the ReUse Materials Access Program, providing materials to people facing crises.

Please email letter of interest and resume to: jobs@fingerlakesreuse.org or mail to: Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. APPLICATION CLOSING DATE: Applications will be accepted until the position is filled.