



Contract Opportunity

Contractor – Retention Specialist

Contract Period: September 2018 through September 2019, with possible extension
Expected Time Commitment Per Week: 40 hours
Hourly Rate: \$21.63

Posting Deadline: September 21, 2018.

Email qualifications (resume), a brief letter summarizing your interest and related experience, and work-related references by September 21st to: pat@centraliowaworks.org

For organizational information, please visit www.unitedwaydm.org.

Project Summary:

Central Iowa Works (CIW), a workforce development program at United Way of Central Iowa is seeking a Retention Specialist contractor as part of our Retail Pathway Project that focusing on creating career pathways for individuals in the retail sector by facilitating skill development for employees and to meet employer needs. The Retention Specialist (RS) provides support and coordinates services, processes and programs that retain, develop and move incumbents (particularly frontline employees) up into positions providing sustainable wages and beyond, within the retail sector.

Scope of Work:

- Coach frontline employees and build one-to-one relationships as a positive role model and advisor for career pathway goals and plans to achieve desired career,
- Implement and manage the **Breakthrough to Leadership** program which prepares incumbents for educational opportunities
- Connect frontline employees with opportunities to obtain necessary education/training to move into higher level retail positions
- Develop relationships and collaborate with project stakeholders
- Develop and implement tools to secure, track, analyze, manage and report data for CIW funders and retail employer partners.
- Assist participants with identifying community resources for personal barriers that impact career development.
- Provide feedback to participants and participants' supervisors, and human resources as necessary.
- Market, recruit, select employees to targeted career pathways.
- Perform follow-up activities to ascertain effectiveness of programming and to gather required information for reporting requirements.

Desired Background and Experience:

- . Bachelor's degree in a related field or four years related experience and/or training; or equivalent combination of education and experience. Supervisory experience, experience in a retail setting, career coaching, experience implementing new programs, experience facilitating training and facilitating groups.

United Way of Central Iowa is an equal opportunity organization and the contractor selection process is implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state or local fair employment practice.