

Workforce Development Specialist

Job Description

The duties of a Workforce Development Specialist are to **design and conduct a program to train employees, improve performance, and evaluate partnership opportunities**. Includes **community engagement** while working with public and nonprofit entities to assess workforce needs.

Salary

Entry — \$49,150

Middle — \$59,695

Top — \$67,641

Core Tasks

- Discuss job training needs with employers, provide general assistance and referral services; conduct labor market research.
- Develop job training programs tailored to meet individual business and sector needs.
- Assist in gathering and tabulating program and participant data.

Workplace / Environment

- **Work hours**
Approx. 40 hours/week
(At key milestones overtime work may be required to meet deadlines)
- **Environment**
Typical **office environment**, networking events and meetings also typical
- **Travel**
To **regional** networking events, panels, and career building workshops.

Education / Prerequisites

Education Level

Bachelor's in business, education, or related disciplines.

Licensing

N/A

Pre-Job Preparation

Experience working in community engagement and with marginalized communities.

Experience

Soft Skills

- Communication
- Listening
- Problem-Solving Skills

Technical Skills

- Career Development Knowledge
- Proficiency in Microsoft 360
- Analytical Skills



Career Path: Benjamin Roldan

About Me

Workforce Development Specialist at
CleanTech Alliance

Master's in Community and Regional
Planning from University of Colorado,
Denver

High School Life

"I was not a good student academically, but I always found myself **very social**. I always talked to everybody, but I never thought that it could be a job. I never thought that could be a direction. So when I was in high school in Bogota, Colombia, you had to choose between Social Sciences and Mathematics. I wanted to go into a job that made money, so **I chose engineering**. So I went into those classes, but I was in the wrong place, I did **not do well**. I feel that it was an important decision that I made, but I didn't **make it from the heart** so I didn't continue with it."



Exploring Passions

"I migrated to the United States **right after high school** and I started just working warehouse jobs, but I **wanted to change careers**. So at 26, I started in a community college, but I had no idea what I wanted to study. It was an exploration of myself, **finding my passions**. I ended up in a Master's Program for Urban Planning, I had a chance to talk to people, I was helping Latino communities in the process of urban planning. From there, I started diving into **community engagement** around food justice for marginalized communities. **I loved it**, I realized I like to work for companies that I support their values and mission. That's what I've been doing for the past **11 years now**."

Changing Sectors

"I have done work in **multiple sectors** now; for elected officials in city council, for school districts, resource centers, community based housing organizations, and now I am in clean technology. I found this company, this nonprofit down in Portland that was working around Clean Technologies. That nonprofit **invested in me**, they gave me a lot of great resources to expand my understanding in the field. Now, clean technology is my new pathway, I see it everywhere. **Everything is Clean Technology**."

About My Job

Pros

- "We work under a **set communication structure**, if you learn a set structure and know how it works, then it can **make things easier**."
- "I get to **learn a lot** about what is happening right now in the region around clean technologies, who are the key players, what they're doing, etc. It's **really positive** to see the direction the city and the state are going with these technologies."

Cons

- "At the same time working under an already established structure. I have to understand the structure, know how it works, but sometimes, it **may not be the most efficient** way to do things."

Fieldwork

- "There are **events** that we do, about every month or so. We bring different experts into a space. This is when I get to **do a lot of learning**, and I get to **assess possible partnerships**. People love to talk about what they do and what they're passionate about."

Office Work

- "I mainly work on a **computer**. It's the best tool that I have, for **learning** about organizations, **sending emails**, and **setting up meetings** with partners."

Skills

- "Communication. **Developing your own tone** is really important, because that shows that you're genuine."
- "**Read** as much as possible. **Expand your vocabulary** as much as possible, so you can express what you want to say in different ways, that can be **really powerful**."
- "**Knowing technology is really important**. Know how to present on a PowerPoint or other decks. Being a good storyteller is really helpful to express what you're trying to convey."

Education/Experience

- "In my specific work, since I'm **working to support marginalized communities**, there's a justice component to it. It's really important to learn how we got to now, there is a lot you can learn from history. **Take those history classes**, race and **equity classes**, even **environmental classes**, because you will have a **more comprehensive understanding** of the issues we are trying to solve now."

The Future of **Clean Technology**

"Our world needs passion."

"Clean technologies are **expanding at a rapid rate**, because we are in a place where if we don't solve our climate crisis, there's going to be catastrophes. **There has to be a transformation**, everything from how we transport ourselves, how we get our food, how we generate electricity, how we get our clothing, everything has to change. It all requires some sort of new technology, with that I think there is also going to be an expansion in the workforce. There's going to be a **tremendous need** for these kinds of jobs!"

"I think the moral of the story is **follow your heart**. Our world needs passion, needs people to be happy, to be curious, and to be able to put themselves out there."

About Sustainability Ambassadors

We are here to **RAPIDLY ADVANCE A SUSTAINABLE FUTURE**. Empowering **YOUTH** to catalyze community sustainability, **TEACHERS** to integrate rigor with relevance for real-world impact, **COMMUNITY** to drive collective impact.

We support a year-round training program for over 60 highly motivated middle and high school youth, a Teacher Fellows Program, City-County CAP internships, and college-level interns, and work with hundreds of educators to design new models of problem-based, place-based learning around **a shared vision of educating for sustainability**.

Your Green Jobs Future

Ready to explore your future in green jobs? Use [Map your Career](#) to map your trajectory!

Find career opportunities near you now! Use [Career Connect - Washington's](#) tool to find programs to build your career skills.

Interested in a future in solar? Take a look at the [Solar Jobs Census](#) to track solar job growth nationwide.

Explore [RVC's opportunities](#) to work with organizations led by communities of color.

Dive into the [Center of Excellence for Clean Energy's](#) robust career tools in the sustainable energy sector.

Grow your professional sustainability skillset with the [Seattle Youth Good Program](#).

See Seattle's [Clean Energy Resources Map](#) to examine what the city is planning for a greener energy future.

Check out the [U.S. Green Building Council](#) to explore the sector's current opportunities. :

Funder Acknowledgement



King County

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Wastewater Treatment Division

