



# East Side Employment Change

The East Side Funders Group, a philanthropic collaborative focused on increasing prosperity for residents of the East Side of St. Paul, is seeking a contractor/consultant to work up to 15-20 hours per week as an Employer Liaison with the [East Side Employment xChange](#). This role is integral to the xChange goal of fostering a just and equitable environment by facilitating relationships between xChange partners and local employers, and through supporting employers in creating more accessible and inclusive workplaces. This position is a strategic partnership of the East Side Funders Group, Saint Paul Port Authority, and East Side Employment xChange.

## Core Responsibilities

- Cultivate and maintain relationships with employer partners to support xChange member candidates' application review and ideally placement and retention.
- Coordinate and facilitate xChange Industry Career Partnerships work team, which is focused on strengthening capacity of xChange partners to engage in job development and working with employers to expand accessibility of their jobs through relationship and targeted partnerships around mentorship, internships, and other strategic opportunities.
- In partnership with East Side Funders Group, Saint Paul Port Authority, and xChange partners, pursue initiatives with opportunity to drive systems change, particularly within employer partners, which expand access and opportunity for East Side residents.
- Represent and present on behalf of the East Side Employment xChange to audiences (generally employers, sometimes funders).
- Plan, host, and facilitate monthly Jobs Action Team for member and affiliate job counselors.
- Attend xChange work team and Leadership Team meetings, as relevant.
- Support and engage with strategic partners of the xChange on strategy, information sharing, and events (Saint Paul Port Authority, Ramsey County Workforce Solutions, East Side Area Business Association).

## Additional Responsibilities

- Collaborate with xChange staff on relevant initiatives.
- Support use of labor market information and job seeker interest to identify and target employers for partnership.
- Provide input and feedback on employer facing materials to support outreach and engagement with potential employer partners.
- Keep contact data up to date in the designated database.
- Provide content to communications staff/consultant to be included in monthly newsletters to all partners.

We believe you can be successful in this role if you have some of the following experiences, skills, competencies, and values:

- Strong understanding of the workforce system in Ramsey County.
- Ability to understand and navigate complex systems.
- Demonstrated commitment to economic and racial equity.
- Strong communication skills - written and verbal.
- Strong relationship building skills with a variety of stakeholders – e.g., active listening, congeniality, follow-through.
- Project management – ability to simultaneously manage multiple initiatives towards completion and success.
- Public policy experience, education, or equivalent.
- Experience working in or with Human Resource departments and/or with the C-Suite executives.
- Experience implementing an “anchor institution strategy”.

We'd love to speak with you if you have professional experience in one or more of the following areas: human resources, workforce development, business/economic development, non-profit/organizational development, and/or collective impact efforts. Individuals who are already connected to the East Side of Saint Paul are especially welcome.

#### Compensation

This is a contracted position paid by the hour, with no other benefits or compensation available. The initial contract will be for 6 months, with opportunity for further extension. We have up to \$5,000 per month budgeted for this work.

**To apply, please submit a resume and a cover letter/statement of interest to Erin Jerabek Heelan, Staff, East Side Funders Group ([erin@eastsidefundersgroup.org](mailto:erin@eastsidefundersgroup.org)). Applications will be reviewed on a rolling basis, beginning December 18th; position will be open until filled.**