Education and Employment Coordinator

Position Description

$26/hour DOQ

**PRIMARY PURPOSE:**

The Education and Employment Coordinator provides comprehensive services and information resources that enable program participants to take active responsibility for their career decision and job search; equipping program participants for making career plans by facilitating awareness of their work related strengths, interests, and values and understanding the world of work; preparing participants for finding suitable employment by enhancing their job search skills and capacity to express the relevance of strengths to employers; and fostering relationships with the employer community to provide program participants with opportunities to develop professional skills, integrate academic learning from work, and find jobs.

**DUTIES AND RESPONSIBILITIES**:

* Collaborate with the NWICDC team to identify, define, and meet participant education and career planning and placement needs, goals, and objectives
* Build and maintain positive relationships with education and employment partners
* Provide individual and group education and career direction services to program participants
* Maintenance of internet applications and databases that support and delivery of services to program participants
* Reach designated assigned monthly program goals and outcomes, and report on them per each grant requirement
* Support a thorough case management process and maintain accurate client files and ongoing participant documentation per grant requirement
* Manage facilities and ensure a productive, clean and positive work environment, maintaining an inventory of all program equipment and supplies in good order.  Control equipment, service and software expenditures against budget
* Manage administrative systems by registering new participants and participating in their orientation /intake process

Education and Employment Coordinator

Position Description

Page 2

* Maintain proper record keeping and reporting including activities and events conducted breakdowns of daily participating figures, notable achievements and any problems/issues as they relate to the Education and Career Development Program Area and specific grant requirements each position is working under
* Supervise the acquisition, maintenance, and dissemination of information regarding career fields, employment opportunities, and specific employers for full-time, part-time, internship and work-study opportunities
* Develop and direct programs and services designed to equip program participants with necessary job search skills and employment preparation strategies
* Effectively represent NWICDC to various agencies including funders, partners, employers, and/or the general public
* Ensure quality improvement by monitoring and evaluating program achievements against target goals, recommending modifications that respond to program participant needs and interests and participate in weekly team meetings
* Manage assigned volunteers; provide ongoing feedback; and identify and support development opportunities
* May participate in special events, supervise and implement other program areas
* Perform other related duties as assigned

**SKILLS/KNOWLEDGE REQUIRED:**

* Bachelor's degree or equivalent experience in business or education fields desired
* Minimum of three years’ experience in, or related to, career planning and employment services, including direct career counseling
* Experience in career development strategies for diverse higher education populations
* Develop and maintain relationships with local area employers
* Knowledge of local employment opportunities
* Minimum of one year of progressively responsible experience in information systems
* Cultural sensitivity; knowledge of Anishinaabe worldviews and values or the willingness to learn and incorporate into practice
* Ability to interact positively with the general public
* Ability to plan and implement quality programs
* Have strong communication skills (writing, listening, and speaking).
* Be consistent, dependable, enthusiastic, and flexible
* Understanding and use of current educational practices in career counseling
* Ability to work cooperatively as member of a team and in a professional manner
* Ability to organize activities and coordinate groups of people
* Ability to work independently and follow-through on assigned tasks
* Ability to problem-solve, make decisions, and manage conflict

Education and Employment Coordinator

Position Description

Page 3

# **DISCLAIMER:**

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.*

**Signed by:**

***Incumbent Date***

**Signed by:**

***Supervisor Date***

**Approved by:**

***Executive Director Date***