Career Coordinator

Position Description

$25/hour DOQ

**PRIMARY PURPOSE:**

The Anokiiwin Career Coordinator provides comprehensive services and information resources that enable program participants to take active responsibility for their work plan, 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 provide education, career planning, goals, and objectives
* Identify needs and barriers that might prevent participant from completing their goals and assist in overcoming them
* Provide 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 administrative systems by registering new participants and participating in their orientation /intake process
* 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
* Supervise the acquisition, maintenance, and dissemination of information regarding career fields, employment opportunities, and specific employers for full-time, part-time opportunities
* Connect members to educational opportunities, potential employers, trainings and support services
* Collect educational functioning levels through the TABE assessment for all program participants

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Page 2

* Ability to utilize multiple to assessment tools to continually assess member progress and skills
* Develop and direct programs and services designed to equip program participants with necessary job search skills and employment preparation strategies
* 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
* Special emphasis on assisting women with finding high-wage, high-demand, non- traditional careers through training and employment
* Perform other related duties as assigned

**SKILLS/KNOWLEDGE REQUIRED:**

* College degree or equivalent experience in business education, workforce development related field
* Minimum of three years’ experience in, or related to, career planning and employment services, including direct career counseling and development
* Experience in career development strategies for diverse higher education populations
* Knowledge of local, high-demand trades and industries preferred
* 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 work independently and follow-through on assigned tasks

# **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***

**Approved by:**

 ***Executive Director Date***