**Job Description**

Position: Employment & Job Training Coordinator

Reports to: Manager of Employment & Education Services

Salary Range: Mid $30K Class: Exempt, Professional

Purpose: To provide employment and economic literacy related services to all eligible clients seeking

job training, workforce development, employment and stronger self-sufficiency skills.

Responsibilities:

To work directly on the Workforce Development team to support agency Self Sufficiency program and area residents to help improve employment and income opportunities, analyze job readiness, refer clients for vocational testing, assist in job seeking skills, resume writing, and employer relationship building to help clients seek higher levels of employment and become prepared for higher income.

Activities:

* Formulate, implement and review short and long-term policies and procedures
* Assist in planning and implementation of Workforce Development Activities and Programs that will assist individuals to accomplish their goals and work towards self-sufficiency according to funding guidelines
* Work with Program Manager to develop programs and services within the department that will support job readiness and placement
* Submit reports and make recommendations to increase workforce objectives among clients
* Provide day to day Coordination, management and oversight of Workforce Development and Education training programs
* Secure, cultivate and maintain external employer relationships and collaborations
* Departmental outreach, marketing and promotions for all Workforce Development Programs
* Manage and implement career fairs, employer seminars and related programs that heighten public awareness of opportunities for job placement and increase self-sufficiency
* Pro-actively provide agency staff with resources that will help them implement short and long- term self-sufficiency goals among their clients
* Maintain communication as needed among all team members
* Provide for and enter data to maintain required reporting guidelines
* Provides data on all programming monthly to Manager of Employment & Education Services
* Work directly with departmental manager to maintain and meet budget projections
* Stay abreast of employment trends and issues surrounding Workforce Development and Job Training
* Assist in providing client follow-ups on a scheduled basis
* Research and Identify open employment positions
* Work with program participants on a one-on-one basis as needed
* Respond to team members in a timely manner to support all requests for information related to the Workforce Development Department
* Maintain professional knowledge in applicable areas and keep abreast of changes in job-related rules, statues, and laws; make recommendations for implantation of changes; read and interpret professional literature; attend training programs, workshops and seminars
* Participate in regular staff and departmental meetings, staff training, supervisory sessions and accept responsibility for aiding the development of positive team relationships as requested
* Adhere to agency policy, procedures, safety standards and professional code of ethics
* Ability to accurately document participant records and files both on paper and in computer aided record keeping software
* Other duties as assigned by supervisor

**Qualifications:**

* Four year degree and background in vocational training or counseling or equivalent in experience in employment or vocational counseling, employee assistance counseling, skill assessment and training in a related field.
* Must show capacity and demonstrated experience in program management, planning
* Demonstrated knowledge of laws, regulations, program policies and procedures related to work force development and vocational rehabilitation
* Proficiency in Microsoft office tools and the ability to use them to support department goals.
* Ability to develop, coordinate, implement and promote programs using public funds for training, employment and workforce development purposes.
* Great communication and persuasion skills
* Ability to show attention to details and organization skills
* Must be able to work independently and take initiative

This position requires a flexible schedule. It is a professional salaried position that may require appointments and programs over the week end and in the evenings as needed by clients, and staff related support systems. Passage Home is an “at will” employer – see personnel handbook.