



POSITION TITLE: Career and Education Coordinator

LOCATION: Anaheim & Santa Ana

REPORTS TO: Career and Education Specialist

POSITION SUMMARY: The role of the Career & Education Coordinator is to prepare participants who are unemployed or underemployed for success in today's workplace. Young adults making the transition into new work environments benefit from the assistance of the Hope Builders Career & Education Coordinator who focuses efforts on employment readiness, career planning, linkages to post-secondary education or certifications, and job retention support services. This individual works closely with the Career and Education Specialist to ensure employment readiness and job retention curriculum aligns to employer expectations and to participant's needs and to achieve organizational outcomes.

This position requires the following abilities:

- Passion for working with opportunity youth
- Strong organizational and communication skills in written and verbal forms
- Dynamic group facilitation and presentation skills
- Commitment to collecting and using data to improve programming and manage performance
- Ability to connect with young adults and guide them in their career goals

COMPENSATION

This is a non-exempt position with an hourly rate of \$18.50-\$22.50 depending on experience. A performance based incentive available as funding allows.

Full medical, dental, and vision benefits and 401(k) retirement plan available.

Generous Paid-Time Off/Holiday benefits. Additional Extended-Time Off benefit included.

Full time position at 40 hours a week with some weekend and evening work required.

HOW TO APPLY

Email your resume and cover letter to resumes4@tsjhopebuilders.org

KEY RESPONSIBILITIES:

Teaching

- Teach employment readiness classes and workshops for all training programs between multiple sites, ensuring an emphasis on job retention and professional growth
- Work with Career & Education Specialist to amend or modify curriculum to meet changing industry needs and maximize learning for participants
- Assess work readiness skills of participants and work collaboratively with staff to enhance a participant's skill set

Employment Coaching

- Provide employment coaching to participants in order to help them achieve, retain and advance their careers

- Provide clear and timely feedback to participants regarding work-readiness, boundaries and expectations, addressing deficits in social behavior, work, and other skills necessary to adequately perform a job; confer with appropriate staff as needed
- Coordinate employment-related activities such as mock interviews
- Serve as back-up for Career & Education Specialist assisting participants who drop-in for employment readiness, placement and retention services
- Coordinate career related workshops for youth in the Placement Phase to achieve youth engagement goals and successful organizational outcomes
- Coordinate follow-up activities via phone, email, social media and in-person throughout the 2-year placement phase
- Provide assistance to participants visiting Hope Builders' Career & Education Centers including job search techniques, updating resumes, interview skills and dressing professionally

Post-Secondary Education Advisement

- Foster a culture of life-long learning among program participants
- Coordinate and attend tours to college campuses, certification, or apprenticeship programs; inform and educate participants about colleges, the college admissions process, trends, procedures, and testing through one-on-one meetings or groups
- Maintain educational and career achievement partners within the community as relevant to Hope Builders training industries
- Assist participants with college applications, financial aid documents and registering for classes

Database & Performance Management

- Use Apricot system to update data, enter notes, pull reports and track progress of participants
- Support employment services team as it relates to individual position, department, and overall employment goals
- Ensure data integrity for all participants
- Other duties as assigned

EDUCATIONAL REQUIREMENTS

- Bachelor's degree required in Education, Career Counseling, or related field.

SKILL AND EXPERIENCE REQUIREMENTS

- 1-year work experience in the area of educational counseling, college advisement, or educational services within the healthcare field preferred
- Knowledge of and familiarity with the educational application process including higher education, CTE programs, vocational, apprenticeships, diploma programs etc.
- Experience with client documentation and running reports for a large caseload
- Must have reliable transportation and be able to travel between multiple sites and locations
- Strong teaching / hands-on group facilitation skills with the ability to provide interactive and dynamic presentations
- Strong advocate for economically disadvantaged youth and ability to provide culturally competent services
- Ability to create, change, and implement curriculum geared towards under-educated youth
- Ability to inspire and motivate participants through education attainment and career advancement
- Well-organized, detail-oriented; effective at managing priorities; team player
- Bilingual Spanish is a plus

Personal Skills

- Calm, professional, courteous approach to people and situations

- Ability to adapt to changing environment and demands while juggling multiple tasks
- Excellent interpersonal skills and communication skills
- Flexible, creative, enthusiastic, and able to maintain a positive attitude
- Self-motivated, be able to take initiative while working with minimal supervision
- Ability to demonstrate attitude of cooperation and professionalism when working with others
- Excellent customer service skills
- Team Player
- Strong attention to detail
- Able to provide positive, motivating, and effective coaching to young adults

Technical Skills

- Knowledge and high proficiency working with computer software including Microsoft Outlook, Word, and Excel, databases and internet; experience with Apricot a plus
- Ability to operate standard office equipment

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities
- Ability to prioritize tasks
- Ability to maintain confidentiality

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This job description is not intended to be all-inclusive. Employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

Hope Builders reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at-will by the employee or Hope Builders at any time with or without cause and with or without notice.