

Job Description – Education and Employment Coordinator

Job Title: Education and Employment Coordinator
Reports to: Director of Learning and Continuing Care
Status: Full time, Exempt
Date: October 2020

Summary:

The ReMerge Education and Employment Coordinator will report to the ReMerge Director of Learning and Continuing Care and will serve as an integral team member who equips ReMerge participants with the resources, skills and supports necessary to obtain education and/or gainful employment goals. The Education and Employment Coordinator will work to maintain professional integrity, exemplifying and promoting the mission, vision and values of the organization, as follows:

- **Mission** – *to restore mothers and families through a comprehensive diversion program of treatment, recovery, and hope.*
- **Vision** – *intergenerational cycles of incarceration, addiction, and poverty no longer exist.*
- **Core Values** – *Courage (we celebrate the courage and vulnerability it takes for those involved in the criminal justice system to share personal stories of trials and triumph, seek new opportunities, and create a bright future); Community (with the support from our community of partners, donors, volunteers and staff, we provide individualized, wrap-around care. As a result, we build a resilient and engaged community of women).*

The Primary Duties Include the Following:

This position requires the ability to work with a wide variety of individuals and organizations, including current participants with histories of trauma, addiction, and criminal activity; on-site COWIB Career Navigator; local employers; and community partners. The Education and Employment Coordinator will directly support the attainment of: foundational soft skills and hard skills, GED or equivalent education, and gainful employment for current participants, with the aim of helping them achieve a livable wage, retain employment and work toward long-term career plans. Additionally, the Education and Employment Coordinator will facilitate soft-skills training in a classroom setting, deepen existing relationships with Fair Chance employers and community partners, identify and grow relationships with new Fair Chance employers and community partners. This role provides a great deal of opportunity for someone who enjoys seeking ways to continuously innovate and is passionate about empowering others to achieve the best possible professional and personal outcomes for themselves and their families.

Duties and Responsibilities of this Position:

- Oversee and regularly communicate participant progress and needs as it relates to education and employment.
- Identify opportunities for the entire program team to collaboratively support the success of each participant.
- Regularly engage with Fair Chance employers, community partners, volunteers and staff at other partner agencies who support the ReMerge program to create successful professional outcomes for all participants.
- Consult with participants regarding education and employment goals and map a career plan with milestones to support their attainment of professional goals.
- Guide participants toward pursuing in-demand occupations that will provide a livable wage.

- Match each participant with a mentor in the community who will support their personal and professional journey to and through graduation.
- Monitor performance in employment and educational settings to establish goals and address any deficiencies or obstacles.
- Develop and implement new Education and Employment milestones tracking system and job readiness forms for participants.
- Oversee the implementation and facilitation of new soft skills curriculum and collaborate with Courage Cookies coordinator to ensure foundational employability skills gains of ReMerge participants.
- Identify and grow relationships with new Fair Chance employers who are willing to hire ReMerge participants, both full and part time.
- Coordinate community resources related to employment and career coaching to ensure that ReMerge participants obtain and retain gainful employment.
- Coordinate volunteer tutors with ReMerge participants schedules to attain GEDs or equivalent education.
- Closely collaborate with the on-site COWIB Career Navigator to create positive workforce outcomes for participants.
- Assist with special events related to employment and educational opportunities.

Education Required:

Bachelor's Degree in Vocational Rehabilitation, Program Administration, Education or related field.

Experience Required:

Minimum of three years of experience. Nonprofit experience preferred; workforce development knowledge, including knowledge of job search and placement, and employability skills development, is required. Proven experience with helping participants envision a future career plan and achieve measurable progress. Experience collaborating and working with a variety of community partners is desired. Experience and/or knowledge of addiction and recovery, social services, criminal justice system, trauma informed care, and/or justice reinvestment initiative highly preferred.

Knowledge, Skills and Abilities Required:

A minimum of three years of experience in the following:

- Demonstrated experience mapping employment goals by assessing current skills and education participant possesses, identifying skills and/or education to attain, and identifying additional supports (mentoring, etc.) participant needs to achieve employment goals.
- Demonstrated experience identifying areas of opportunity for program/process/procedure innovation and participating in implementation of new programs/processes/procedures.
- High degree of empathy and ability to meet participants "where they are" as well as to help them envision "where they could be"
- Ability to maintain and grow positive working relationships with a variety of Fair Chance employers, educators, and community partners.
- Very self-motivated and personally invested in helping participants find meaningful employment. Excited to develop creative solutions to help participants reach their goals.
- Knowledge of recovery models of addiction and criminogenic behavior a plus.
- Good working knowledge of the Central Oklahoma area.
- Excellent verbal, interpersonal, writing and communication skills
- Ability to motivate others towards achieving goals and hold them accountable for their success.

- Ability to work in a fast-paced, team environment with a strong sense of focus, task-orientation and scope of work.
- Ability to work in a variety of settings with culturally diverse individuals with the ability to be culturally sensitive and appropriate.
- A current driver's license, provide own transportation and insurance on motor vehicle in accordance with state law and agency requirements.

Employee Signature

Executive Director

Date

Date