



Position Description
Employment Services Coordinator
Non-Exempt/Part-time (32 hours max.)

The Employment Services Coordinator is responsible for facilitating and monitoring the activities of participants of the Bridge to Work (employment services) program. He/she is also responsible for planning all principle activities to support Bridges' annual community job fair. The Employment Services Coordinator will work collaboratively with the team to help ensure successful completion of the Bridge to Work program.

PRINCIPLE ACTIVITIES:

- Conduct initial assessment to determine appropriate internal and/or external program for participant
- Assist participants within limits in processing issues and problem-solving through 1:1 meetings and email/phone support.
- Develop career strategies for job seekers that are transferrable to an individual employment plan with S.M.A.R.T. goals.
- Offer encouragement, employment opportunities, strategies to address barriers to employment and structured job searches.
- Network and build relationships with prospective employers, also soliciting participation for an annual summer job fair (with the support of the team).
- Monitor and document progress of program participants through Excel and internal database (Spero) and track employment retention.
- Connect program participants to volunteers that specialize in personality assessments, cover letter preparation and resume writing.
- Consult with direct supervisor regarding participants' personal needs, strengths, barriers, and service planning goals.
- Manage a cohort of participants as they complete quarterly workshops to include time management, professionalism, communication, enthusiasm, attitude, problem-solving, critical thinking, teamwork and networking.
- Recruit and manage volunteers to assist with online job application, workshop facilitation, child care, food and annual job fair.
- Maintain attendance roster for each workshop or activity.
- Perform other duties assigned.

LEADERSHIP

- Demonstrating a commitment to building, cooperation and collaboration among managers, staff, programs and departments.
- Maintain a professional atmosphere at all times.
- Communicate regularly with employees, supervisor, colleagues and stakeholders relaying necessary/important information.

- Attend trainings and professional development opportunities on a regular basis.
- Provide teambuilding opportunities and events.
- Recognize and celebrate employees regularly.
- Set high, but reasonable expectations and hold participants accountable.
- Perform other general duties to support the mission of the organization, as requested.

REQUIREMENTS: The successful candidate shall possess a master's degree in social work, human services, public administration or related field from an accredited college or university plus two years of relevant experience; or bachelor's degree in social work, human services, public administration or related field from an accredited college or university plus four years of relevant experience. Experience in workforce development strongly desired. Experience in working with vulnerable families a plus. Ability to relate to clients, volunteers, visitors, staff and the public.

OTHER:

- Acceptable criminal background check
- Negative drug screening
- Negative TB test or chest x-ray
- CPR/First Aid Certification must be acquired and maintained once employed

Salary: Please note this is a part-time, hourly position with a budget of \$18/hour - 32 hours/week.

Additional Information: Bridges to Independence embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

How to Apply: For consideration, please email a cover letter and resume to Terrell Strother, Office Manager, at officemanager@bridges2.org with the subject line "Employment Services Coordinator." No phone calls please.