

**Name:**

**Job Title:** Career Pathways Coordinator

**Department:** Community Services – Employment & Training

**Reports To:** RISE Program Manager

**FLSA Status:** Non-Exempt

**OVERALL PURPOSE**

Engage program participants in educational and training services that support their path toward self-sufficiency. Coordinate assessments, educational planning, training referrals, participant follow-up, and community partnerships to support overall program success.

**ESSENTIAL FUNCTIONS**

**1. Participant Coordination**

- Coordinate educational and career pathway assessments
- Assist in developing individual educational and training goals
- Coordinate referrals to educational, credentialing, remediation, and training programs
- Assist with applications, enrollment, financial aid, and required documentation
- Coordinate virtual or in-person appointments and follow-up services
- Monitor attendance, progress, certifications, and completion outcomes
- Coordinate support service needs with program staff and community agencies
- Provide ongoing support and encouragement to participants

**2. Collaboration**

- Maintain communication with program staff, case managers, educational providers, and training partners
- Participate in team meetings and case reviews
- Develop and maintain partnerships with schools, training providers, and community agencies
- Attend community events, college fairs, open houses, and workforce meetings to support program awareness
- Provide participant updates and program information to management

**3. Documentation**

- Maintain accurate and up-to-date case notes, reports and participant documentation in shared systems
- Ensure compliance with program documentation and file requirements

**4. Program Development**

- Develop and maintain community partnerships and referral networks
- Research and maintain knowledge of educational opportunities, resources, workforce programs, and community resources
- Remain informed of program guidance and service requirements

**5. Adaptability & Professional Development**

- Identify opportunities for process improvement and implement best practices
- Cultivate an environment focused on delivering high-quality results
- Adapt to evolving organizational needs and organizational needs
- Participate in ongoing professional development and training opportunities

**OTHER DUTIES**

1. Participate in all relevant community committees and team meetings
2. Provide coverage when other staff scheduled off from work
3. Secure office at the end of each day and ensure all lights/machines are turned off
4. Maintain cleanliness of workstation
5. Perform other related duties as requested

## **QUALIFICATIONS**

### **EDUCATION**

- Post secondary degree in related field preferred

### **EXPERIENCE AND/OR TRAINING**

- Work experience in lieu of degree will be considered
- Experience in community-based programming preferred
- Experience in an office environment preferred

## **COMPLIANCE & EMPLOYMENT REQUIREMENTS**

- Ability to obtain and maintain all required clearances and background checks
- Fulfill responsibilities as mandated reporter
- Maintain strict confidentiality of participants, clients, and organizational information

## **CORE COMPETENCIES**

- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or participants
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay current with technological and apply tools to improve efficiency



To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the provided job description and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

**Employee Acknowledgement**

**Supervisor Acknowledgement**