

Name:

Job Title: Career & Education Development Coordinator

Department: Community Services - Employment & Training

Reports To: RISE Program Manager

FLSA Status: Non-Exempt

OVERALL PURPOSE

This role is responsible for engaging program participants in educational and training services that support their journey to self-sufficiency. This role involves close coordination with the Program Manager and the SAPDC team to facilitate educational assessments, services, and follow-ups, while building strong community partnerships to enhance the programs' overall success.

ESSENTIAL FUNCTIONS

1. Program Management Support

- Coordinate with the Program Manager and SAPDC Case Manager to track participant career, educational, and training goals and outcomes based on their IEPs and program guidance
- Assist program participants in completing educational assessments
- Monitor participants' progress and establish education and training goal plans
- Collaborate with case managers and educational/training providers, including post-secondary institutions, credentialing programs, and technical schools to streamline referral process
- Actively participate in job development, placement, and retention program activities

2. Education Assessment and Career Pathways Coordination

- Review new referrals to program and coordinate outreach to participants
- Schedule appointments with clients to administer educational and career pathways assessments
- Arrange virtual service appointments with participants when necessary
- Review assessment results with participants and assist with developing career pathway plans
- Coordinate remediation services based on assessment results
- Set up career exploration opportunities including enrollment packages, video tours, face-to-face tours, and guest speaker sessions
- Assist with application process, including prerequisites, funding applications, and financial assistance
- Help participants prepare for interviews with educational and training programs
- Assist participants with supportive service requests
- Track participants' progress in education or training programs, including attendance, grades and certification completion
- Provide ongoing support and encouragement to participants throughout their career or educational journey

3. Contract Documentation

- Enter data into team-shared files, including progress notes on participants
- Maintain daily progress notes supporting files documentation
- Update and maintain weekly job board

4. Networking & Partnerships

- Maintain an understanding of available community services
- Attend college fairs, open houses, and other educational and training events to establish strong partnerships
- Assist with community service activities

5. Incentive Tracking

- Manage inventory and organize EARN incentive items
- Analyze the use of incentive items and develop strategic recommendations for future purchases
- Develop cost-efficient strategies for the participant

6. Adaptability and Continuous Improvement

- Identify opportunities for process improvement and implement best practices
- Cultivate an environment focused on delivering high-quality results
- Adapt to evolving organizational needs and contribute to strategic planning for future growth
- Pursue opportunities for continued professional development

OTHER DUTIES

1. Attend all relevant meetings and community committees
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
- Work experience equivalent in lieu of degree will be considered

EXPERIENCE AND/OR TRAINING

- Experience in community-based programming preferred
- Experience in an office environment preferred

ADDITIONAL JOB REQUIREMENTS

- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges promptly and efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or customers
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay abreast of technological advancements and integrate relevant tools to enhance office 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