



APPLICATION

Career Transitions (CT), a nonprofit organization, seeks a part-time to full-time community education coordinator to plan, develop, and implement education, training, and career coaching programs for CT. Bachelor's degree in related field preferred. To apply, please send resume, cover letter, and wage requirements to info@careertransitions.com.

PRINCIPAL DUTIES AND FUNCTIONS

Educational Programs

- Develop and manage year-round programming for training programs.
- Coordinate program staff, volunteers, and instructors.
- Develop and maintain all policies, procedures, and curriculum within programs.
- Maintain student files and information system.
- Assist with development of annual budgets for all programs.

Computer Instructor

- Teach and motivate clients in basic computer skills and Microsoft Office platforms.
- Evaluate, update, and maintain necessary educational materials.

Career Coach

- Actively listen to client work history and goals, helping them detail their skills and personal strengths to guide their career path.
- Introduce clients to online resources that can assist them as they explore career opportunities.
- Offer assistance in the organizing and focusing of client resumes and job search skills to facilitate their successful career transition.
- Provide encouragement and support to individuals, often in crisis, helping them believe in their potential; often providing links to other community resources.

Proctor

- Proctor testing sessions for clients and students, providing a secure and comfortable test environment.
- Maintain proctor certification, test center security, and proper equipment to ensure accurate assessment of client skills and efficient administration of the online tests.

Community Outreach

- Assist with program social media platforms.
- Assist with announcements for programs.
- Attend community and interagency meetings to provide information and build relationships within the community.

DESIRED MINIMUM QUALIFICATIONS

1. EDUCATION, TRAINING, AND EXPERIENCE

- College degree in relevant field preferred.
- Previous experience with education and curriculum design preferred.
- Previous experience with program coordination preferred.

2. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Office software.
- Knowledge of social media platforms.
- Ability to learn specialized software applications.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to follow verbal and written instructions.
- Maintain internal and external confidential information.
- Ability to utilize good judgement and model appropriate workplace behavior and boundaries with clients.
- Ability to contribute to a positive and calm work environment.
- Exhibit strong attention to detail with an ability to manage a multitude of tasks with efficiency and accuracy.
- Ability to quickly adapt to changing policies and procedures based on state and federal guidelines.
- Exhibit strong organizational skills.
- Exhibit strong leadership skills
- Exhibit a sustained capacity to work constructively with peer level employees and supervisors.
- Proven experience managing a team.
- Flexible schedule with increased work hours during peak workloads.
- Some weekends required.
- Some travel required.