

The Birmingham Urban League has an immediate job opening.

JOB DESCRIPTION

TITLE: PROGRAM COORDINATOR (WORKFORCE DEVELOPMENT)

SALARY RANGE: \$14.42 - \$19.23/hr.

MAJOR FUNCTION

Ensure that the League's Workforce Development Training Program (WDTP) and agency goals and objectives are met through the efficient, effective, and professional management of the program.

DESIRED QUALIFICATIONS

Bachelor's degree in Management and Supervision, Business Administration, Human Resources, or Education and at least two years of experience in the management of social services programs desired. At least two years of teaching experience on the secondary of college level. Proven ability to work with people; excellent written and oral communication skills a must; competency in planning and organization. Experience in proposal writing and knowledge of workforce development programs and WIA legislation a major plus

ORGANIZATIONAL RELATIONSHIP

Reports to the President & CEO

DUTIES AND RESPONSIBILITIES

1. Develop strategies, resources and coordinate all program activities to ensure attainment of program/agency goals and objectives regarding participant enrollment, completion placement and retention.
2. Monitor day-to-day operations of all programs elements to ensure contract compliance.
3. Prepare and submit monthly reports to the President & CEO and funding sources, as required.
4. Coordinate and assist staff in the program orientation process for enrolled participants.
5. Coordinate support services, in cooperation with staff, other community-based organizations and President & CEO.
6. Implement internal case management process for each participated enrolled.
7. Conduct one-on-one counseling of participants when referred by staff.

8. Seek collaborative opportunities with existing service providers to enhance participants' experience in the program.
9. Coordinate program design and curriculum development in conjunction with staff.
10. Coordinate the development of strategies for recruitment, as well as recruit program participants.
11. Evaluate staff performance as outlined in the League's Personnel Policies and Procedures.
12. Coordinate and assist in the prescribed educational planning/development of program enrollees, as well as assure that necessary information required by the funding source is obtained.
13. Work closely with the Program Facilitator in maintaining student records/documentation.
14. Conduct educational component in absence of instructional staff.
15. Develop grant programs for program funding in cooperation with the President & CEO or his designee.
16. Monitor participants' activities throughout the program.
17. Provide motivational workshops/incentives to enrollees, as funds permit.
18. Disperse needs-based payment checks.
19. Provide organizational, test taking and study skills to all learners.
20. Ensure that each participant receives a pre- and post-test and/or assessment to determine skill levels.
21. Accurately interpret test results for communication with participants.
22. Secure and maintain private and public sector involvement through volunteer opportunities.
23. Develop and implement process for evaluating students' progress and program effectiveness.
24. Perform other duties as assigned by the President & CEO.

**Send cover letter and resume to hr@birminghamul.org
Job posting closes 5/11/2017
No Phone Calls**

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