



Position: Program Coordinator
Starting Pay: \$22.00 - \$25.00/DOE
Application Deadline: February 5, 2021

COMPANY OVERVIEW

Constructing Hope's mission is to rebuild the lives of people in our community by encouraging self-sufficiency through skills training and education in the construction industry. We provide no-cost, ten-week construction training programs, placement services, and career advancement support. We serve marginalized populations, people coming from incarceration, and low-income adults with the assistance of wrap around support services. Our program provides an introduction to life-skills, motivation, and training in the construction-trades career pathways. Constructing Hope's goals are to:

- (1) help the long-term unemployed attain sustainable careers,
- (2) increase workforce diversity,
- (3) reduce recidivism, and
- (4) meet hiring needs in the construction industry.

THE POSITION

Program Coordinator

We are seeking an exceptionally organized, detail oriented, and enthusiastic team member to coordinate and expand our growing pre-apprenticeship program. This role is responsible for coordinating with the team and our education partners to teach marginalized adult students about the Construction trades. This position will develop and deliver education and technical assistance to the primary pre-apprenticeship program (8-10 weeks), which occurs four times/year. This position will use subject matter expertise, team collaboration and data to inform and refine the classroom experience (virtual and in person) to ensure students have the best experience possible. Note, due to COVID-19 quarantine restrictions, this program will primarily occur virtually with limited onsite, socially distanced, hands-on training. This position reports to the Program Manager.

This position is responsible for a variety of tasks pertaining to the education, support and training of our students. This includes but is not limited to managing e-learning on our software platform, introducing instructors for classes, teaching basic life skills, troubleshooting and technical challenges of the program, developing and coordinating curriculum, managing instructor schedules, technical coordination of remote learning initiatives and efforts to expand program development.

If you are seeking a mission driven and socially meaningful opportunity to help marginalized members of our society achieve success in our workforce development program, this opportunity may be for you. Highly motivated dynamic individuals are encouraged to apply.

Class time (10 weeks): 7am-3:30pm

ABOUT

The ideal candidate will possess:

- A background in teaching or training groups
- Ability to learn new software programs
- Exceptional organizational skills with strong attention to detail
- Strong technical knowledge of software platforms (ie. Google Classroom, Microsoft Teams)
- Strong communication and interpersonal skills; ability to communicate effectively
- Excellent writing, spelling, grammar, and proofreading skills
- Ability to be flexible and adaptable in a fast-paced environment
- Demonstrated ability to handle multiple tasks simultaneously, prioritize accordingly, juggle changing deadlines, and understand the nuances associated with supporting management
- Ability to work well under pressure and exhibit excellent judgement; tolerance of ambiguity
- Ability to effectively maintain confidential information
- Self-managing; ability to work well independently with minimal oversight

Responsibilities include:

- Public Speaking - helping with student orientation, fostering an inclusive and welcoming environment
- Technical tasks may include:
 - Training students in basic computer skills (login, email, etc.)
 - Troubleshooting login or workflow issues for students and team
 - Updating software to most application current version
 - Managing cloud system for program curriculum
- Create and suggest program changes to ensure student success such as virtual engagement techniques, student orientation improvements and visibility for information sessions
- Outreach to industry partners in the construction community for guest instructors
- Coordinate program efforts for instructors and guest speakers to be impactful
- Liaise needs of students such as enrollment assistance, troubleshooting technical challenges, ordering lunch etc.
- Support development director with operations
- Work with and train job developers to ensure student success of program material
- Administrative functions such as administering tests, taking attendance, ensuring compliance curriculum information, and materials are up to date with best practices
- Liaising communications between the program manager, staff, instructors and students
- Prioritizing conflicting needs; handling matters expeditiously, proactively, and following through on projects to successful completion, often with deadline pressures

Skills:

- Teaching/Training - Teach classes onsite in the classroom and in e-learning platform
- Communication - Strong interpersonal conversation abilities, phone skills and professional relationship building.
- Technical troubleshooting - Can deal with high pressure situations in which to solve technical problems onsite and offsite as well as stay calm under pressure
- Programs - Electronic data management of systems such as G-Suite, primarily Microsoft Teams, Apricot, Microsoft Word, Excel and other PM tools
- Tracking & Monitoring - data systems to track program activity and produce a variety of reports on a regular basis.

Constructing Hope is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

If you are seeking a mission driven and socially meaningful administrative opportunity we encourage you to apply.

MINIMUM QUALIFICATIONS

Applicants must have:

High School Diploma or GED

Bachelor's Degree - Education, Business Management, Organizational Development, Software Development or related field

Preferred - Four (4) years experience training, teaching or leading groups

Additional Requirements:

Ability to pass a drug screening test prior to employment

Ability to pass a criminal background check prior to employment

TO APPLY:

Applicants must meet the Minimum Qualifications listed above. Please send your resume and note about yourself to: brandyb@constructinghope.org and bobbyh@constructinghope.org

Constructing Hope is an EEP and Substance Free Workplace.