

TITLE: NFCC Programs Workforce Coordinator

Full Time/Exempt

GENERAL RESPONSIBILITIES

The Workforce Coordinator will develop programs and services that provide resources and opportunities and support for the North Fulton community, especially NFCC clients and students. The workforce coordinator will ensure those seeking employment options have a continuum of support to assist in the facilitation of transition to post-secondary or other career training options and obtain possible employment opportunities based upon their career interest. The Workforce Coordinator will present program information and access to programs for potential employers in the community.

KNOWLEDGE AND SKILLS:

- Assist in the development of the NFCC workforce program including objectives, programs, and projected impact and outcomes in collaboration with NFCC Assistance and Program staff.
- Create professional/career networking program to connect those seeking employment with professionals in the community.
- Design and maintains a robust menu of career services including hosting job fairs, networking programs and other community services to enhance workforce development and career opportunity in North Fulton community. Maintain the NFCC Job Bank and other employment resources.
- Recruit and train job coaches. Assist in volunteer development and training to add career services and job searching instruction and direction with NFCC departments including adult education class instruction and case management.
- Prepare and enter transition reports and other data into the Salesforce database
- Collaborate with job coaching volunteers on client' and students' progress, and provide or arrange special support as needed.
- Ensures that students are aware of college and career options, requirements, and application processes.
- Work with Programs Manager and Impact and Outcomes Manager to coordinate funding for workforce development initiatives and compliance with grant requirements and internal objectives and measures of success.
- Provide direct career advising to clients and students
- Work with community partners to provide additional services for clients and students in need of assistance. Participate in public relations/community outreach activities as needed.
- Build formal relationships in conjunction with other NFCC staff to form partnerships that will benefit those seeking career opportunities with other non-profits and agencies and organizations.

Reports to: NFCC Program Manager

QUALIFICATIONS:

- Bachelor's degree in a human services related field.
- At least two years of professional experience in human services or career counseling preferred.
- Knowledge of the North Fulton community and its resources is a plus.
- Ability to utilize a client-centered and motivational interviewing approach to working with clients and students. Strong communications skills for volunteer engagement and professional collaboration.
- Ability to pass all drug and criminal background and E-Verify.
- Bilingual skills a plus
- Experience with Salesforce a plus

Reports to the NFCC Program Manager