



Job Title:	Workforce Development Coordinator	Department:	Assistance, Education and Client Services
Reports To:	Director of Assistance	FT / PT	Full Time
FLSA Status:	Exempt		

NFCC is a 501(c) 3 nonprofit organization whose mission is to help ease hardship & foster financial stability in our community. To apply please send your resume to Carol Swan at cswan@nfcchelp.org.

Job Summary: The Workforce Development Coordinator is a valuable part of the overall Assistance/Education/Client Services Program. The role will develop programs and services for clients and students who are seeking employment, post-secondary education, or other career options. The coordinator accomplishes this by collaborating with employers in the community who are hiring. The role also includes working directly with clients on the job application, resumes, interview preparations and other tips for successfully securing and improving employment to foster financial stability.

Job Responsibilities:

- Assist in the development and implementation of the NFCC workforce program and services in support of clients and students seeking secondary education or other career goals.
- Collaborate with the Case Management/Education team to discuss specific employment/education needs of the clients and students.
- Responsible for tracking the impact of the program and services offered.
- Maintain the NFCC Job Bank and other employment resources.
- Recruit, train and supervise volunteer job coaches, employer partners, the Professional Networking Council and others as assigned.
- Prepare and enter workforce program reports and other data into the Salesforce database.
- Collaborate to coordinate funding for workforce development initiatives.
- Provide direct career advice to clients and students by providing resume support and interviewing preparation.
- Collaborate with community partners to provide additional services for clients and students in need of assistance.
- Participate in public relations/community outreach activities as needed.
- Works NFCC events and with volunteers as needed.
- Other responsibilities as assigned.

Job Requirements:

- Bachelor’s degree in a human services, human resources, or other related field.
- 2 years of professional experience in human services, human resources or career counseling preferred.
- Ability to create programs and services that support workforce developments strategic goals.
- Knowledge of employment laws and regulations.
- Strong interpersonal skills.
- Strong verbal and written communication skills.

- Ability to partner with employers to work with NFCC on the workforce development initiative.
- Experience with Salesforce a plus
- Spanish speaking a plus.
- Criminal background clearance.
- Negative drug test screening.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EEO Statement: NFCC is an Equal Opportunity Employer, NFCC does not discriminate based on race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disabilities, national origin, veteran status, or any other basis protected by the law. All employment is decided based on qualifications, merit, and business needs.

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