

GED to Careers Lead Coordinator:

This position reports directly to the Director of Workforce and Industry Partnerships and is responsible for the creative coordination of all aspects of the GED to Careers WIOA Youth Program. This individual will directly supervise a team that includes Instructors, a Case Manager, and a data specialist. Primary responsibility includes program recruitment, enrollment and retention, data entry and providing academic advising and transition coaching services to all 53 participants per program year. The Program Coordinator is also pivotal in creating holistic programming that impacts the needs of individual participants and manages the career development process for participants by inviting career speakers and researching and implementing internships opportunities. Case management experience is a strong requirement for this position.

Essential Functions and Responsibilities:

General Overview

This position is contracted to support youth, 18-24 in achieving their GED and taking steps toward becoming work-ready or college ready as they prepare to enter the workforce.

The Program Coordinator will oversee the program recruitment process to ensure enrollment benchmarks are met. This person will be the Lead on the project and therefore also needs to know and understand the tenets of the WIOA grant as it applies to this program. In addition to oversight of the program.

Specific Duties:

GED to Careers WIOA Grant Management & Fiscal Administration

- Oversee all grant requirements and expectations and ensure that the GED to Careers program is in compliance with expectations
- Maintain regular communication with the funder around requests, questions, and attend meetings, trainings and workshops required by funder.
- Review budget with program team to ensure benchmarks are being met and spending is appropriate to the grant.
- Review purchases and ensure that all documentation is accurate
- Manage deadlines related to reports to funder
- Ensure that data is being captured in state data base system and work with team to meet goals associated with data entry
- Manage TD bank Visa reloadable card for student testing and other program related expenditures.
- Assist Controller in the year-end closeout process.
- Work with development manager to analyze data to understand the impact of our work and report to stakeholders as required

- Assess progress towards outcome attainment and report to director regularly and funders as required
- Provide the reconciliation reports twice a contract year
- Ensure program documents are complete, current and stored properly
- Participate in program trainings with funder, partners and national organizations
- Review all participant files for audit purposes

Program Development & Design

- Ensure participants are completely oriented and aware of student obligations to the program.
- Conduct participant interviews for appropriate fit.
- Market and advertise program to all eligible applicants.
- Maintain communication with partnering organizations for post-secondary pathway progression.
- Design the career readiness curriculum along with the instructional staff.
- Assist with other curricula design and modifications as well as monthly program calendar.
- Identify and coordinate with in-house and out-of-house instructors so that the program incorporates all required WIOA elements and elements necessary for funders.
- Plan and secure guest speakers, field trips and site visits as needed by program design.
- Support staff to ensure testing and assessment process are aligned with the agency
- Develop criteria for entry into programs
- Ensure Follow up services and activities are documented and meet the goals of the funders and the Training Fund
- Work with employers to match students with employers for internships, apprenticeships, and employment.
- Work with other Training Fund programs to create a clear career pathway for youth who complete their GED
- Collaborate with higher education institutions to support student enrollment into college programs.
- Identify other career pathways and training offered by organizations in Philadelphia and support student enrollment into those programs.

Data Management

- Work with data entry specialist to monitor all enrollment and required program activity data is entered in to CWDS.
- Monitor attendance weekly along with the academic instructors.
- Ensure program documents are complete, current and properly stored.
- Provide monthly reports to PWI and Workforce Director.

- Analyze data and track program outcomes to determine program impact.

Case Management

- Assist participants with achieving goals as outlined in contract guidelines.
- Counsel participants and diffuse conflicts as they rise.
- Ensure case narratives are entered into CWDS for each participant (both current and follow-up) monthly.
- Schedule weekly 1:1 meetings to identify needs and evaluate progress.
- Review participant files for accuracy for audit purposes.
- Provide outreach to disengaged participants.

General Competencies Required:

Champions Mission:

- Understands and actively supports the mission of the Training Fund and District 1199C and the impact the organization has on its stakeholders.
- Understands his/her role in supporting the growth of the Training Fund.

Commits to Service:

- Dedicated to meeting the expectations and needs of internal and external customers.
- Treats colleagues as “internal customers” with commitment to understanding and addressing their expectations.

Delivers Excellence:

- Can be counted on to meet goals successfully, on time and to follow through.
- Is solution oriented; takes initiative and ownership of work.
- Takes pride in delivering a high quality product.
- Spends time on what’s important; organizes and continuously prioritizes work.

Is Accountable for Results:

- Achieves results by keeping commitments
- Takes responsibility for actions, both individually and as a member of a team
- Acts ethically and with integrity.
- Demonstrates a strong work ethic.
- Responds flexibly to change; easily and positively makes transitions to the new and different.

Communicates Effectively:

- Communicates clearly and accurately in written and verbal form.
- Ensures that information is shared with whoever it will affect, directly or indirectly.
- Is open and respectful when giving or receiving feedback.
- Practices attentive and active listening.
- Responds to conflict quickly and effectively.
- Maintains composure under pressure.
- Works collaboratively and cooperatively with others and across departments agency-wide.
- Practices empathetic, non-judgmental communication.

Values Diversity:

- Contributes to a work environment in which individuals perceive that their uniqueness is respected and valued.
- Sees diversity as essential to the success of the organization.

Education/Experience:

- A Master's degree in Education or Social Work is required or a Bachelor's degree with 5+ years of program management experience with Out of School or Opportunity youth and young adults.
- Must have experience in trauma-informed practices
- 3 years of program management experience is required
- 5 years working with youth who experience poverty
- Track record of developing innovative programming for youth.
- Prior case management experience strongly required.
- Excellent documentation, organization and administrative experience required.
- Excellent documentation, organizational and computer skills including excel are required. Supervisory experience preferred.

Technical Skills:

Knowledge of Microsoft Excel, Outlook, Word and Windows Operating System required.

Working Conditions:

Working conditions are those normally found in an office environment.

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment. Employers

may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

Contact Juliet Fink Yates @ 215-568-2220 x5102 or jyates@1199ctraining.org