



St. Ann's Center for Children, Youth and Families Job Description

Position Title: Employment and Education Coordinator		
Position Status: <i>(Regular Full-Time, Part-time, Temporary, On-Call)</i> Regular Full-Time		
Name:		

Accountable to: Title: V.P. of Programs
Supervision Exercised: <i>(List Number and Titles of Positions Supervised – Otherwise use N/A)</i> N/A

Minimum Educational Requirements: B. A. Degree	Minimum Licensing Requirements
Preferred Educational Requirements: Masters Degree in Human Services /Related field	Preferred Licensing Requirements

Minimum Years of Related Work Experience: Minimum of 2 years' experience in education, human services, or non-profit work

Required Knowledge, Skills and Abilities: <ul style="list-style-type: none">• Strong interpersonal and organizational skills, with professional demeanor and presentation• Strong verbal and writing skills• Ability to advocate for clients/students within the framework of St. Ann's mission.• Knowledge of college application process including SAT preparation• Ability to network with prospective employers, directors of training programs, leaders of educational institutions, and others within the community• Flexible and able to work some evenings and weekends• Excellent computer skills including use of Microsoft Office Word, Outlook and Excel• A valid driver's license with a clean driving record; willingness to transport clients in Company vehicles.

Description of Duties:

Position Summary

Responsible for the daily implementation of the employment/job training and educational (school and life skills) component of the agency's Employment and Education Program under the supervision of the VP of Programs.

Major Duties and Responsibilities:

Employment/Job Development

- Oversee development and implementation of a comprehensive employment and life skill program that provides enrichment and support in a residential setting. Collect pay stubs, budgets, work schedules, and supports them in credit counseling and improving their credit scores.
- Collaborate with other departments by participating in multi-disciplinary, resident treatment and service planning meetings to discuss the implementation of programming to expose and prepare residents for post-discharge options.
- Supervise the development of workshops, events and activities that will support, inspire, and inform residents about the skills needed to pursue employment and other opportunities including Administering appropriate skills assessments for employment.
- Coordinate with external partners to connect residents with relevant resources (interviews, job preparations, work ethics) that helps them find safe, legitimate, appropriate (to skill level) employment.
- Work with local community organizations and groups to develop life skill programming that includes, but is not limited to: financial literacy, employment skills, hygiene, health, food literacy, drug awareness, mental wellness, educational planning, tenant's rights, first aid, youth leadership, relationship building, self-esteem, networking skills, arts and music. The Life Skill and Employment Coordinator manages relationships with state and federal partners and volunteers.
- Work in collaboration with V.P. of Programs to develop and build linkages to like-minded agencies in the community and, thus, develop ongoing professional development opportunities for residents

Volunteer Coordination

- Handles the selection of and supervision of external volunteers for evening classes and other special events.
- Coordinate with and prepare volunteers to work with residents in a mentor-mentee capacity (mentors, volunteer tutors, etc.).
- Develop schedules for volunteers and match with residents' activities.
- Communicate actively with volunteers about responsibilities and logistics related to work at St Ann's.

- Facilitate and participate in volunteer training and orientations as needed.
- Participates in Performance and Quality Improvement (PQI) process by collecting and analyzing outcome data on residents and volunteers, suggesting program enhancements, and implementing identified programmatic changes as necessary.
- Accepts and completes other duties as assigned.

Certifications:

Supervisor: I hereby certify that this position description is current and accurately describes the Employee's current duties:

(Name and Signature)

Employee: I hereby certify that I have read and understand my duties as outlined in this position description:

(PRINT Name and Sign)

Revised 3/2025