



JOB DESCRIPTION

Job Title: Program Coordinator **Post Date:** April 5, 2023
Department: Programming **Reports To:** Executive Director
Benefits: Medical/Dental/Vision/Retirement **FLSA:** ☒ **Salary** ☐ **Exempt** ☐ **Non-exempt**

<u>Job Purpose:</u>	This position leads the Legacy Workforce Development Program for the Ben Johnson Educational Center
<u>Primary Responsibilities:</u>	Lead courses according to the Ben D. Johnson Educational Center's curriculum and in accordance with defined course standards and outcomes
	Create a learning environment that encourages involvement and participation
	Provide a firm and consistent classroom environment that encourages participant's growth and development while maintaining a safe and healthy environment
	Work closely with Case Manager to provide support for participants to help remove barriers to employment
	Guide career development training to ensure participants are prepared for interviews, job placement, and independent immersion in a culture of work
	Manage relationships with hiring partners for OJT and work experience
	Plan graduations and support special events and fundraisers for the program
	Plan job fairs for program and participate in other sponsored career events
	Other duties, as assigned

Requirements:

<u>Education:</u>	An Associate degree or equivalent work experience in a related field such as teaching or training young adults, military or other formal training programs
<u>Skills:</u>	Strong leadership, interpersonal and management skills (people and projects) Excellent oral and written communication skills Ability to build consensus with individuals of diverse backgrounds, with varied organizational needs and priorities Ability to manage multiple tasks and deadlines Proficiency in Microsoft office Requires excellent organization and record keeping skills Strong conflict resolution and focused negotiations Must have excellent time-management with the ability to multitask Ability to work effectively & cooperatively in a team environment. Must possess four basic core competencies, adaptability, customer satisfaction, leadership and strategic thinking
<u>Working Environment:</u>	Controlled office environment and occasional outdoor events
<u>Physical Requirements:</u>	Moderate physical activity required Ability to lift and/or move up to 20 pounds Perform general physical activities that require considerable use of arms, legs and moving your whole body, walking, stooping, and handling of materials.
<u>EEO Statement:</u>	The Ben D. Johnson Educational Center, Inc. is an Equal Opportunity Employer and committed to providing equal employment opportunities to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual

	orientation, age, disability, military, veteran status or any other protected status or classification under federal, state or local law.
--	---