

JOB DESCRIPTION

Vocational Training Coordinator

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Status: Full-time

Reports to: Employment Manager

Supervises: none

Travel: Less than 10 days a year

Department: Employment

The full-time Vocational Training Coordinator will assist refugees, immigrants and newcomers to obtain vocational training that will directly result in employment for the individual. The member will participate in curriculum development for vocational training as a part of current grants and will also work with community partners to facilitate relevant vocational training that is delivered in a culturally and linguistically relevant manner. The member will also be responsible for the logistics and training schedule of the agency's new Welcome & Opportunity Center, which will open in January, 2019.

Primary Responsibilities:

- Develop and facilitate culturally appropriate vocational training curriculum that meets the needs of current regional employers.
- Collaborate with community vocational training partners to provide relevant vocational training on-site at MVRRCR's newly developed Opportunity Center.
- Develop and coordinate training schedule/calendar for the Opportunity Center
- Assist Employment Specialists with job placement activities with current and future employers
- Research employment trends and develop relationships with area employers
- Provide comprehensive job placement services, including assessing client job skills and employment goals and matching them to potential job opportunities.
- Complete and submit all necessary UMHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all UMHA AmeriCorps trainings including orientation and team trainings.
- Complete all UMHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

AmeriCorps Position Requirements:

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check, Sex Offender Registry check (all provided and coordinated by AmeriCorps Program)

- Valid State ID or Driver's License
- Regular and reliable attendance.
- Ability to commit to the 11-month term of service or complete their required term of service.

Host Site Preferred Qualifications:

- Associate or bachelor's degree preferred
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Technology proficiency including instructional technology and MS Office
- Outstanding verbal and written communication skills

Transportation Information:

- Position location is accessible by public transportation.
- Personal vehicle is recommended to get to position location.
- Host Site organization vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Personal vehicle may be used for Host Site service activities. Mileage will be reimbursed by Host Site.