

Please Note: If you are applying for more than one position, please submit a separate, complete application packet for each position.



INTENT TO EMPLOY

GRANT FUNDED

Posting Date: July1, 2020

Position: Site Coordinator-Connect to Your Future”

Continued employment is contingent upon funding from the grant

Minimum Qualifications:

1. Bachelor’s degree **required**.
2. A minimum of two (2) years of full-time related work experience in adult education, workforce development, postsecondary education, social services or other programs that serve at-risk students and under-achieving adults **required**.

Job Functions:

This full-time Site Coordinator for the Connect to Your Future Program will assist the Program Director with various duties involved in maintaining the program within the College’s service area. These duties include, developing a program marketing plan, assessing individuals ages 16-24 for initial eligibility, coordinating eligibility with local WIOA representatives, academic counseling and career development, implementing program objectives, analyzing program data, compliance with WIOA Youth stipulations, supervising program staff to ensure program success, among other programmatic duties as assigned. The employee will:

1. Develop and implement a comprehensive recruitment plan for the Connect to Your Future Program.
2. Guide youth through the completion of the WIOA Youth application, collection of required eligibility documentation, and facilitating participant registration with Alabama Job Works.
3. Coordinate with the Adult Education Director to TABE test all potential participants.
4. Collaborate with Program Case Manager to review all information on youth such as application, testing results, transcripts, interest surveys and initial interview to determine services youth need to successfully complete the Connect to Your Future Program
5. Connect with WIOA Representative for final assessment of participants for WIOA eligibility and Connect to Your Future Program participation.
6. Develop Individual Service Strategy (ISS) for accepted participants.
7. Communicate with Workforce Education and Adult Education to provide educational services to develop job skills and career pathway training for program participants.
8. Maintain student records pertaining to attendance, behavior, and academic progress.
9. Collaborate with the College’s One Stop Career Center to provide career connections to Program participants as they enter and progress through the Connect to Your Future Program.
10. Facilitate procedures to engage participants and provide supportive services geared toward participant success.
11. Ensure staff and program participants work together in a goal oriented, participant-centered process that extends from recruitment through follow-up.
12. Communicate with collaborating agencies in order to gather/exchange information pertinent to successful programming.
13. Identify and implement strategies to assist youth with program completion, revamping ISS plans and strategies as needed for program and participant success.
14. Develop internal reports, assists the Director and works with existing College staff to ensure data needed for WIOA performance measures are captured.
15. Provide direction, input and feedback to program staff.
16. Perform other duties as assigned pertaining to Connect to Your Future Program.

Salary: The exact salary placement will be Salary Schedule C-3 for an annual salary of \$45,000.00.

Application Deadline: 4:30 p.m., July 17, 2020

Application Procedure: A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**

EQUAL OPPORTUNITY EMPLOYER