



<b>Position:</b> Career Coordinator	
<b>Reports to:</b> Vice President of Social Services	<b>Direct Reports:</b> 0
<b>Employment Status:</b> Full-Time	<b>FLSA Status:</b> Exempt

The mission of the Refill Jackson Initiative (RJI) is to empower young adults, ages 18 to 24, so that they are more confident, better equipped, and motivated to enter into, navigate, and stay in the workforce. In pursuit of this mission, RJI teaches our young adults soft and technical skills in a traditional classroom setting and fully operational cafe open to the general public for weekday lunch.

More specifically, young adults enter the program in groups, or cohorts, of 12 members each, initially attending five weeks of classes on topics ranging from anger management and resume-building to financial literacy and professional dress. The cohort then moves to the cafe for hands-on training in front-of-house (e.g., professional greeting, ensuring customer satisfaction) and back-of-house skills (e.g., sanitation, properly cleaning and using equipment). Members earn a stipend each week, with other financial incentives in place to encourage saving and maintaining employment after graduating from the 10-week program. Upon successful completion of the program, graduates are offered four options for continued engagement with RJI for 10 additional months: 1) a paid four-month internship at a local business, 2) introductions to employers for interviews leading to employment, 3) further education, and/or 4) continued access to staff for support and social services as needed.

### **POSITION SUMMARY**

The Career Coordinator is responsible for recruiting businesses to serve as internship and employment sites, as well as matching members to paid positions in the workforce. Additionally, the position provides classroom instruction on professional dress, resume building, interview techniques, etc.

The Career Coordinator must have a valid driver's license and be able to travel locally 30 to 60% of the week.

### **PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS**

- Employer recruitment and graduate placement. Recruit and manage relationships with area businesses that will serve as internship and employment sites for graduates. Place graduates in internships and link them to employers for interviews based on their experience, skills, and interests. Provide resources and successful career guidance to members while onsite at RJI; this guidance can continue up to 10 months after graduation. Establish and maintain critical networks and communication links between members and (potential) employers.

- Classroom instruction. Under the direction of the Vice President of Education and Training, teach students the elements of a successful interview and professional workplace behavior; assist in scheduling mock interviews and providing feedback; and organize field trips to area businesses.
- Monitoring, evaluation, and learning. Monitor and evaluate each graduate's employment progress post-graduation. Provide feedback to and gather feedback from employers post-internship. Ensure that the curriculum pieces directly pertaining to employment are continually improved upon, based on evaluation findings. Participate in any external evaluations.
- Donor and financial management. Working closely with the Financial Controller and/or Bookkeeper, manage the reimbursement process with funders for the paid internship program. Provide written input and statistical data for reports to donors as required.
- Collaboration. Actively collaborate and maintain effective working relationships with all RJI staff. Participate in organizational activities geared toward RJI's success and strengths.
- Advocacy and external relations. Represent RJI publicly. Build strong external alliances and collaborative approaches with stakeholders, including other nonprofit and community organizations, donors, state and local government leaders and staff, think tanks, and subject matter experts.
- Travel. Travel within the metro area, state, and the broader U.S. as required.

## **JOB QUALIFICATIONS**

### Education:

- Associate's degree in business administration or related field.
- Bachelor's degree in business administration or related field *preferred*.

### Experience and Training:

- Four years of experience with an Associate's degree or two years of experience with a Bachelor's degree in career placements or related field (such as business development or human resources).
- Word processing.
- Basic spreadsheets.

### Soft Skills and Competencies:

- Strong commitment to serving a positive role model, working with integrity and purpose, and attaining an organization's goals.
- Desire to work with young adults. Willingness to understand community and workforce development principles, as well as racial equity and healing.
- Effective oral and written communication skills.
- Responsiveness to stakeholders' needs and willingness to solicit feedback to improve program quality. Ability to incorporate feedback and evaluation findings to improve program.
- Strong ability to manage own time, multi-task, and meet tight deadlines.
- Ability to collaborate with others and work as an effective team member.
- Excellent interpersonal and conflict mediation skills. Awareness of own strengths and weaknesses. Ability to learn from experience and through training and development opportunities.
- Commitment to working transparently and respectfully with supervisor(s).

**HOW TO APPLY**

Submit a cover letter and your resume via email with the subject line “Career Coordinator” to Emily Stanfield (emily@refillcafejackson.com) by Sunday, April 7, 2019. Qualifying candidates will be contacted the week of April 8. RJI anticipates that the start date for this position may be as early as June 17.