

Job Title	Program Coordinator, Second Century Vision
Employer/ Agency	Goodwill Houston
Job Description	<p>The Program Coordinator for the 2nd Century Vision program plans, coordinates, and organizes program and service delivery across regions 1 and 8 as aligned with the approved guidelines of 2nd Century Vision. The coordinator will be responsible for training the Workforce Development team on job development and best practices, develop a strategic plan for targeting businesses and organizations for training and employment partnerships, and assist with special placement activities as designed by the department.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Works closely with Business Services and Program Manager to ensure maximum reach of Alice related individuals and families within Region 1 and 8 • Works with the 2nd Century and Workforce Development to create a positive, effective and consistent corporate culture focused on the Client Journey model. • Track all case management activities in multiple databases as needed to maintain funder guidelines (Caseworthy, eCImpact) • Coordinate the day-to-day activities in coordination with Business Services and Program Manager that results in optimal outcomes for persons served, co-enrollments, employment placements, training, mission integration, while meeting and maximizing revenue opportunities • Manage team member performance, provides guidance, support, identify development needs, and manage the reciprocal relationship between team members and Goodwill Houston so that each is successful. • Oversees and assures timely reporting of 2nd Century Vision outcomes in the Caseworthy, data management systems and eCimpact, as required by Goodwill Houston, United Way and other stakeholders • Establish and maintains existing partnerships with faith, and community-based organizations, school districts, businesses, government entities and other sectors that provide work-training opportunities for workforce members including at Goodwill stores and other locations. • Coordinate with Business Services Specialist to engage employers across in-demand industries for work experience and direct placement opportunities for registered program participants. • Recommend appropriate success strategies for all participants including the support of a caseload. • Provide data entry support and management of a caseload in support of the program goals and objectives. • Ensure compliance with all Goodwill Houston and United Way 2nd Century Vision policies, procedures and safety standards and maintain same to meet all state and local regulatory standards. • Assist with intake assessment, testing and program assessments for new workforce members (as needed) • Conducts and maintains documentation for fiscal and program audits. • Conducts routine reconciliation of supportive services for 2nd Century

	<p>Vision to ensure compliance.</p> <ul style="list-style-type: none"> • Responsible for the timely recording of all required participant reports and documentation required for state and local agency regulatory compliance (as needed) • Coordinates and supports leadership in executing monthly events to include job fairs, CMI pop-ups, graduations, and other events held at the Job Connection Centers or virtually. • Maintain adequate materials, supplies and equipment to support a professional environment at all work sites. • Demonstrate professionalism and presents a friendly, cooperative attitude. • Ability to multi-task, make quick decisions and work in a team oriented, fast paced environment. • Must be punctual and have dependable attendance. • Must conduct work in a safe manner; maintain good housekeeping standards, have all aisles and pathways to fire exists clear and free from clutter, keep work areas neat and clean. • Must report all work incidents and injuries immediately. • Travel to multiple sites and locations as needed. • Other duties as assigned.
Qualifications	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree is preferred. • Minimum of two (2) years of workforce development, career services, and/or human services experience • Computer skills – proficient in Microsoft Office, including Excel and Power Point. • Resourceful, detail oriented, able to prioritize and manage multiple tasks. • Ability to supervise multiple team members. • Ability to interpret, explain and apply principles of employment and training administration. • Ability to analyze problems and opportunities, identify and evaluate alternatives, and develop sound, effective approaches to address those issues. • Ability to plan, implement and evaluate the achievement of goals, objectives and work-plans. • Ability to coordinate, motivate and work well with others; experience in a team environment. • Excellent written and verbal communication skills with a working knowledge of grammar usage, letter writing skills and proofreading. • Must be able to set goals and complete duties and assignments under strict deadlines • Must maintain a high level of confidentiality. • Enthusiasm for organization’s mission. • Must be able to work independently and within a larger team.
Salary/Hours	Full-Time

City, State, Zip	Houston, TX
Application Method	Apply Here: https://www.goodwillhouston.org/jobs/jobs-with-goodwill/employment-opportunities/
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.