ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Career Readiness Coordinator</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Executive Director, Family Success Center</td>
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<tr>
<td>Salary:</td>
<td>$50,000 - $55,000</td>
</tr>
<tr>
<td>Location:</td>
<td>Pikes Peak United Way, Family Success Center</td>
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<tr>
<td>Classification:</td>
<td>Full-time, Exempt</td>
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<tr>
<td>Division:</td>
<td>Community Impact</td>
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<tr>
<td>Supervises:</td>
<td>N/A</td>
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General Functions: The Career Readiness Coordinator will work with HSD2 Adult Education Coordinator, under the supervision of the Family Success Center Executive Director, to identify opportunities for postsecondary education and certifications to adult learners and help them navigate barriers to success with those opportunities. The Coordinator will promote existing student success programs, increase the availability of programs and infrastructures, particularly in underserved communities and align student success best practices in all programming. The Coordinator will be responsible for managing grant funds to provide scholarships to learners for postsecondary and certification courses. The Coordinator will be responsible for maintaining proper accountability and records and providing reporting on data and indicators.

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS:

- Oversees program, coordinates liaisons between PPUW program and partners, to include HSD2 Adult and Family Programs, PPLD Adult Education Program and certificate and degree programs for participants.
- Maintain a working knowledge of burgeoning career tracks and essential employment fields, particularly those identified as Colorado top jobs.
- Provide one-on-one coaching and support learners in every aspect of the college journey.
- Align learner goals with available career development opportunities and facilitate enrollment into appropriate programs.
- Build and maintain relationships with non-profit workforce development organizations, to include Pikes Peak Workforce Center, National Cyber Security Center, etc.
- Educate and engage learners in exploring career pathways. Utilize community assets like speakers, business mentors, shadowing opportunities, etc.
- Participate in the continual improvement process of the Adult Education and Certification program.
- Establish and maintain relationships with advisors at community colleges and trade schools.
- Build and maintain relationships with college and financial aid advisors, scholarship funders and foundations and community liaisons.
- Track progress in designated databases and report on work completed with participants.
- Recognize, understand and apply current labor market trends in the planning and designing of CTE programs.
- Provide job readiness assistance: filling out applications, creating resumes & cover letters, practicing interview skills, dress/attire when interviewing, etc.

ADDITIONAL RESPONSIBILITIES:

- Assist learners with all aspects of financial aid including FAFSA, COF, scholarship applications, etc.
- Provide mentorship and guidance to learners.
- Provide support resources to facilitate educational success, to include transportation and basic need support.
- Work with Family Success Center Executive Director to maintain proper accountability and reporting.
CREDENTIALS, EXPERIENCE AND QUALIFICATIONS

- Bachelor’s degree with comparable experience and skills is required.
- 4-6 years of experience in the nonprofit or government sector.
- 4-6 years of supervisory experience.
- Crisis Intervention principles and practices.
- Understanding of the impact of childhood trauma on development.
- Case management principles, procedures and practices.
- Ability to negotiate and resolve conflicts.
- Good oral communication and writing skills, including presentations, public speaking, written reports and other documents.
- Good organizational skills and an ability to prioritize multiple tasks.
- General knowledge of event planning.
- Demonstrated experience working with Microsoft Office.

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ENVIRONMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver’s license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.