



Position Title: Vocational Counseling Services Coordinator
Department: Career Services
Reports To: Adult Education Senior Coordinator
Schedule: Forty (40) hour work week, generally Monday – Friday 9:00 AM to 5:00 PM, with occasional evening and weekend client workshops
Status: Full-time, Non-Exempt
Credentials: Bachelors' degree in education, international relations, or a related field preferred.

JOB OVERVIEW

The Vocational Counseling Services Coordinator assists clients with acquiring vocational opportunities through assessing client needs, planning a course of action to address those needs, linking the client to applicable services, and monitoring client progress. The Vocational Counseling Services Coordinator must ensure that clients are provided with appropriate, competent and professional information and referrals to expedite successful outcomes.

KEY RESPONSIBILITIES

Specific and ongoing duties will include but not be limited to:

- Performing client needs assessments including short-term and long-term education and employment goals. Establishing an Individual Career Plan.
- Collaborating with team members in the creation and facilitation of vocational workshops.
- Developing and maintaining relationships with community partners including institutions that provide employment opportunities, apprenticeships, internships, and job shadowing.
- Oversight of the professional mentorship service: Mentors for Vocational Pathways.
- Working with Adult Education Senior Coordinator to modify existing services or develop new services according to client needs and available partnerships and resources.
- Maintaining accurate client files with required documentation.
- Ensuring that reports and files are maintained and submitted timely and accurately.
- Maintaining accurate database input with client information.
- Ensuring that program is compliant with grant requirements.
- Coordinating with New AP staff for client referrals and client services.
- Supervising Forward Program AmeriCorps Member and interns.
- Attending required meetings and trainings
- Performing other duties as assigned

REQUIRED SKILLS AND COMPETENCIES

- Creative problem-solving ability and interest in growing a program
- Ability to coach clients on how to achieve employment goals
- Knowledge of and ability to establish and maintain relationships with local vocational institutions such as training programs, businesses interested in employing refugees and immigrants, chambers of commerce, etc.
- Experience with grant compliance and program management
- Excellent written and verbal communication skills, including public speaking
- Ability to handle a variety of tasks simultaneously and prioritize effectively
- Excellent organizational and time management skills
- Experience working as part of a team in a diverse, multicultural environment
- Cultural sensitivity and ability to build relationships with diverse groups of people
- Ability to understand people and empower them as they transition to a new life in the U.S.
- Excellent customer service skills
- Ability to take ownership of assignments and execute in a self-directed manner

COMPENSATION

This is a full-time, salaried position with a salary range of \$32,000 - \$37,000 based on experience. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

To apply please email your resume and cover letter to careers@newamericanpathways.org. No phone calls please.

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