



Title: Career Center Coordinator

Pay rate: \$16.00 - \$19.00; DOE

Summary

This position utilizes creativity and vision to develop all aspects of Saint John's Career Education and Placement Center. The Career Center Coordinator assist clients in one on one Career Counseling, job readiness skills, and job search and placement.

Duties and Responsibilities: include the following. Other duties may be assigned.

- Creatively assists Career and Community Partnerships Manager with administrative/project tasks and help oversee operations of the Career Center
- Educates and empowers clients in the use of technology, online resources and computers to identify opportunities.
- Works through barriers with clients who have criminal backgrounds, histories of addiction, periods of homelessness and limited work experience.
- Creates and maintains employment partners throughout the greater Sacramento area via, community outreach, events, job fairs, and referrals.
- Supports and facilitates the Job Readiness Program; counsels clients regarding resumes, cover letters, and interviewing skills techniques and assist with online job search and employment opportunities and coordinate job placements.
- Networks, establishes and maintains partnerships with employment partners in community and maintains relationships with community partners and refer clients based on needs.
- Oversee operations of the Career Center weekly volunteers. In coordination with Integrated Health Services, identify and complete all enrollment paperwork for clients who are eligible to attend onsite high school program with Highlands Community Charter School.
- Assists in Tour Sister training, preparing and scheduling tour sisters for public speaking engagements and tours.
- Facilitates basic computer classes and tutoring as needed.
- Helps support tracking of Vocational Learning hours, perfect attendance incentives program and the issuance of incentive awards.
- Track monthly attendance for Clients in Highlands High School Program through Saint John's Campus.



Qualifications

- Bachelor's degree, and 3 years of experience in a related field.
- Effective interpersonal communication skills and creative problem solving skills.
- Strong detail orientation and ability to follow complex projects through to completion.
- Strong administrative skills including: data entry, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Computer technology skills including ability to: install software updates from the web, and troubleshoot basic issues and audio/visual equipment.
- Respond to client needs with honesty, compassion, and an absence of judgment.
- Valid CA driver's license, with proof of valid auto insurance, ability to drive an automobile, TB clearance and fingerprinting.

Organization Description

Saint John's operates the only program of its kind Sacramento County, and is built around an 12 – 18 month curriculum of intensive life skills and vocational training for homeless mothers and children - the most rapidly rising segment of the homeless population nationally. Established in 1985, Saint John's now provides a hand up and out of poverty through a trajectory of services focused on creating self-sufficiency. Included in this continuum are three housing programs, two public restaurants, including catering, and a public child care and development center. The mission of Saint John's Program for Real Change is to unleash the potential of mothers in crisis to improve their quality of life and enrich the lives of their families.

Saint John's Program for Real Change is an equal opportunity employer.

To Apply:

If you meet the qualifications described herein, please submit in your resume/cover letter.