

EducationWorks

Workforce Development Program Coordinator

EducationWorks has contracted with the Philadelphia Housing Authority (PHA) to provide work readiness and academic support programming to 25 high school students residing in Bartram Village, a PHA development, and scattered site housing in Southwest Philadelphia. The program will operate during the after-school hours and will have a summer youth employment component. The Workforce Development Program Coordinator reports to the EducationWorks Pennsylvania Assistant Director. The Program Coordinator serves as the single point of contact for all aspects of the collaboration with the Philadelphia Housing Authority.

Duties include but are not limited to the following:

Oversee Workforce Development Program

- Work closely with EW staff to ensure high quality programming for school year and summer projects
- Provide orientation and training to EW staff and corpsmembers regarding implementation and management of the program
- Coordinate all trainings for students
- Review and provide input on project learning plans
- Identify and coordinate external resources (e.g., speakers, field trips, worksite visits, in-kind contributions) and contractors to provide support and enrichment for the program
- Work with EW administrative staff to coordinate data management, student records, incentive distribution, and program supplies
- Assist in the research and writing of program-related grant proposals

Serve as the primary liaison between EducationWorks and PHA staff

- Ensure accurate and timely enrollment of students according to applicable eligibility guidelines (PHA residency, WIA, TANF, etc.)
- Work closely with PHA central and site-based staff to ensure all requirements are met
- Work with PHA staff to coordinate student recruitment and enrollment
- Ensure that all Department of Labor guidelines are followed
- Attend appropriate trainings and professional development sessions
- Serve as contact person for PHA initiatives in addition to current program at Bartram Village

Qualifications:

- ⌚ Minimum BA/BS, Master's degree preferred;
- ⌚ Experience in education settings, youth programming, workforce development;
- ⌚ Familiar with the School District of Philadelphia, city service agencies, area non-profit agencies, and youth serving programs
- ⌚ Experience in AmeriCorps or other national service programs preferred; and
- ⌚ Car and valid driver license required.