

JONES COUNTY JUNIOR COLLEGE

Position Announcement

November 2, 2017

POSITION: Out-of-School Youth Coordinator

Application Deadline: November 16, 2017

DIVISION: Adult Education

TERM OF EMPLOYMENT: Staff, Dependent upon grant funds

COMPENSATION: Compensation commensurate with grant guidelines

RESPONSIBLE TO: Assistant Vice President of Instructional Affairs, Workforce College

FUNDING: Twin Districts Workforce Development Area

FUNCTION: The incumbent is responsible for implementing, executing, and monitoring the WIOA Out-of-School Youth program. The coordinator tracks and organizes student progress, aides in job search and job placement, and files monthly and quarterly reports.

DUTIES AND RESPONSIBILITIES:

- Coordinate project development and activities with the local business community, post-secondary education institutions, military, and advanced training programs.
- Keep informed of the latest economic developments in the local area to enhance youth opportunities for success.
- Design and implement public information regarding youth activities to public and private agencies and/or the general public.
- Coordinate, coach and support professional development and training for staff related to Youth services.
- Monitor operations and offer technical assistance as needed.
- Develop and ensure utilization of a Career Pathways Resource Directory of local business resources, local community resources, local post-secondary education institutions, military resources, and supportive service community agencies.
- Supervise and conduct outreach and recruitment activities for Youth services.
- Collect and maintain accurate monthly progress and attendance records for reimbursement of awards to each participant.

- Travel to the two sites of Greene and Wayne Counties to provide supervision, insight, and guidance to coaches and participants.
- Track student progress for the purposes of credentialing, issuing incentives, and reporting.
- Maintain financial expenditures of grant.
- Connect participants with employers, workforce development courses, and post-secondary education.
- Recruit Workforce College participants on a continuous basis following all JCJC/funding guidelines.
- Work with Jones Marketing department to advertise programs.
- Make appropriate referrals to appropriate departments on campus or to agencies off campus for advisement and resources.
- Use and maintain computer hardware when available.
- Follow all guidelines and policies set by the local sponsor, the JCJC AE office, Jones County Junior College, SMPDD, Twin Districts Workforce Development Area, and the Mississippi Community College Board (Office of Adult Education).
- Abide by the AE class schedule (time and dates) set by JCJC.
- Other duties as deemed necessary for achieving the objectives of the program.

MINIMUM REQUIREMENTS:

- A.A. Degree
- One-year of experience working in an educational facility.
- One-year experience working with business and industry in a relationship building position.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree or higher in Counseling, Education, or related field.
- Two or more years' experience in teaching/training/counseling.
- Grant funded experience.
- Good communication skills (oral and written).
- Self-motivated with the ability to work with minimum supervision.
- Genuine interest in helping people.
- Ability to establish rapport with students from diverse backgrounds.

CONTACT PERSONS: All inquiries should be routed through the Human Resources Department:

Jones County Junior College

Human Resources Director

900 South Court Street

Ellisville, MS 39437

office: 601-477-4058

fax: 601-477-4017

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following person has been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section 504) Ms. Pam Brownlee, ADA/504 Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Mrs. Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.