



Conservation Corps North Bay's (CCNB) mission is to develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

JOB DESCRIPTION

Job Title:	Career Pathways Coordinator (Sonoma)
Department:	Career Pathways
Reports To:	Career Pathways Manager
Location:	Cotati, CA
FLSA Status:	Full-time, Exempt from wage and hour laws
Role with Agency:	Significant interaction with staff and Corpsmembers
Accountability Indices:	Effectively coordinates Corpsmembers' personal, professional & educational development & job placement activities

SUMMARY

Under the supervision of the Career Pathways Manager, the Sonoma Career Pathways Coordinator implements the Career Pathways Program including orientation, assessments, in-program career development, transitional services, job placement, and post-placement follow-up.

The Sonoma Career Pathways Coordinator provides weekly development workshops, case management, counseling and support services to corpsmembers from a variety of backgrounds, on an ongoing basis. S/he implements the Career Pathways program for all corpsmembers and alumni by assisting in job search and development, employment and educational placements, transitional services, and post-program support. This individual develops and maintains relationships with local employers and social service providers to create employment, education and support services and provides up to two years of continued personal, career and educational counseling for corpsmembers completing CCNB's programs. S/he maintains student files and information pertaining to student progress, tracks data for reports & proposals, and manages the Workforce Innovation Opportunity Act (WIOA) case load.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Career Pathways Workshops

- Coordinate, organize, and facilitate weekly workshops on career development, life skills, post-secondary education, local resources, soft skills, and career/ educational readiness
- Coordinate outside presenters to provide career exploration and resources
- Organize quarterly off-site field trips (college tours, company/ business tours, farm tours, career fair, etc.)

Case Management

- Assess, support, track and follow-up with all Corpsmembers involved in all of CCNB's employment training programs
- Provide individualized support services depending on Corpsmember needs such as housing, healthcare, childcare, transportation, food assistance, etc
- Conduct outreach to local social service providers to maintain a network of support service referrals. Guide Corpsmembers through social service systems
- Provide career counseling and skill development for all CCNB Corpsmembers

Participant Tracking & Follow Up

- Consistently and accurately track Corpsmember activities, attendance, efforts, growth and level of job readiness
- Document all efforts and progress via case notes in Corpsmember file/Salesforce
- Maintain contact with Corpsmembers from all Sonoma CCNB programs after completion (Alumni)
- Track post-CCNB employment and education of all Sonoma Corpsmembers and provide up to two years of continued personal, career, and educational support
- Produce reports to describe and summarize outcomes as needed

Grant Compliance & Coordination

- Oversee and track WIOA, Sonoma County Youth Ecology Corps (SCYEC), and Education Award Program (EAP) eligibility, enrollment, and file management

- Coordinate the CCNB SCYEC summer program: crew enrollment, evaluations, and field trips
- Work with Career Pathways Manager and NRC Coordinator to ensure all WIOA/ SCYEC Crews remain compliant when enrolling, documenting, and following up with Corpsmembers
- Prepare and submit WIOA follow up reports
- Ensure monthly case notes of all WIOA participants are documented in CAL Jobs and in participant WIOA files
- Ensure compliance when enrolling, documenting, and exiting Corpsmembers from the Education Award Program

Corpsmember Placements & Outcomes

- Develop and maintain a network of employer contacts to facilitate job placement for Corpsmembers
- Assist Corpsmembers with transition into post-corps employment or post-secondary education

Inter and Intra Agency Collaboration

- Provide monthly program summary for internal newsletter
- Participate in Corpsmember focused events and planning (graduation, Winterfest, summer BBQ, award days)
- Represent CCNB at events in the community
- Provide support for Corpsmembers to participate in public events and community activities
- Participate in processes involving Corpsmember accountability and/or disciplinary measures

Other duties as assigned

QUALIFICATIONS

- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Ability to motivate, encourage, and support young adults from a wide variety of social, educational and economic backgrounds
- Knowledge of public and private sector employment opportunities and industry trends
- Interest in developing trainings & community outreach strategies
- Experience facilitating group workshops
- Knowledge of youth development principles and practices
- Cross-cultural awareness and sensitivity
- Experience in case management, career/employment development and/or social services
- Ability to build relationships with job placement providers
- Motivation to work with high-risk youth
- Excellent interpersonal and human relations skills (conflict resolution, counseling, coaching)
- Ability to work effectively with all levels of staff
- Computer literacy (Windows, Outlook, Word, Excel)
- Ability to maintain a high level of confidentiality and diplomacy on the job

- Minimum education of an Associate's Degree

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms. Perform simple grasping and fine manipulation. There are normal office working conditions and associated physical demands. For example, on a continuous basis, sit at a desk using a computer and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, as well as, repetitive finger movements with office and computer machinery. May be expected to lift and move containers weighing up to 25 lbs.

COMPENSATION AND BENEFITS

The Career Pathways Coordinator is a full time, regular, exempt position eligible for a full benefits package including Medical, Dental, Vision, Chiropractic, 401(K) Retirement, and Vacation, Holiday and Sick pay. Salary range for this position starts at \$48,000 per year.

TO APPLY

Please submit your Cover Letter and Resume to recruiter@ccnorthbay.org and include "Sonoma Career Pathways Coordinator" in the subject line. You can also fax your application to (415) 454-4595 Attn: Recruiter.

Conservation Corps North Bay is an Equal Opportunity Employer