

PROGRAM COORDINATOR, MICROBUSINESS & HOUSING JOB DESCRIPTION

Position: Program Coordinator

Status: Full-Time, Exempt

Hours: 40 Hours/Week

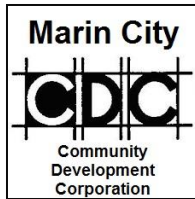
Salary: \$40K to \$50K DOE

AGENCY BACKGROUND

The Marin City Community Development Corporation (MCCDC) has over 40 years of expertise providing job training and referral, youth development, housing programs, and other asset building services. The organization has helped Marin City's residents to own, manage, and operate their own businesses. MCCDC is a nonprofit organization with 501(c)(3) status, recognized as a leading institution in Marin City and within the County of Marin. The Mission of MCCDC is to empower and improve the quality of life of Marin County residents by implementing comprehensive employment and workforce development programs, and to preserve its diverse culture. The Marin City Community Development Corporation is committed to increasing the earnings and skills of unemployed or underemployed residents of Marin County. MCCDC efforts ensure that its clients are connected to viable careers. MCCDC works in partnership with workforce agencies, businesses, and educational institutions, to increase the opportunity for skills in demand industries that provide career track employment.

SUMMARY

The Program Coordinator of the Microbusiness and Housing Program is responsible for providing services which assist our clients in obtaining necessary education, vocational skills, interests, work attitudes and aptitudes to establish a micro business enterprise or to secure long-term/short-term employment in a targeted industry. She/he will meet regularly with the Program Team to communicate information related to the client's business development or vocational status and make recommendations as needed. The Program Coordinator will conduct assessments of client interests, aptitudes, and skills, develop action/recommendation plans and individual services plans (ISPs) for participants, develop and maintain microbusiness and employer/partner contacts and relationships, provide preparation for business development or job searches, and input data collected and analyze that data for reports. The Program Coordinator will also be expected to participate in developing narrative reports of program progress and successes, to develop partnerships with microbusiness development support services and employers for business launch and/or job placement.



PURPOSE OF POSITION

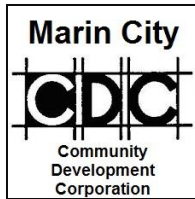
Manage the launching and creation of the Pathworks Grant Microbusiness Center and operate the Center so that it provides training and support services to MCCDC clients seeking microbusiness enterprise development and other training services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

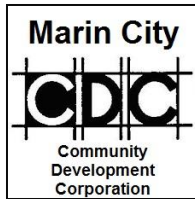
- Directly supervise Pathworks Microbusiness program staff to ensure the delivery of high-quality services to participants and the public.
- Coordinate staff, resources, and CBO partnerships to meet all contract and targeted outcomes and benchmarks, understanding that strategies change based on the economy, employment sectors, populations served, and other factors.
- Oversee the work of Microbusiness staff to make sure that marketing, outreach and enrollment of participants meets targets, Individual Service plans are completed, training schedules are maintained and that the microbusiness services are defined and delivered to the public as planned.
- Ensure Microbusiness Center access for participants and the public, delivery of high-quality business support services for participants and the public, computer access training for customers as needed, and maintenance of service data in compliance with standards and regulations from funders and other regulatory systems relevant to workforce development services and operations of Microbusiness Center.
- Operate Housing and Financial Services Program working with clients to help them secure affordable, below-market-rate housing.
- Teach clients financial education fundamentals.
- Help manage employment services programs for clients.
- Identify and ensure that participants enroll in and complete required meetings, training sessions, case conferences, and/or external partner organization events.
- Provide written progress reports and billing documentation on site activities and program outcomes as required.
- Perform other duties as assigned by the Executive Director or other assigned supervisor.
- Support and provide administrative assistance to the Pathworks Program.

REQUIREMENTS: (Education/Training and Experience Knowledge, Skills and Abilities)

- A Bachelor's degree in business, social work, real estate or a related field with at least three years of experience providing employment and workforce development services to the business community and specialized populations is preferred, but not required.
- At least two years of college in a relevant field (business development, counseling,



- psychology, sociology, etc.) or 2-4 years equivalent Counseling or Workforce Development Case Management experience. Demonstrated experience in the field of program management may be substituted for degree on a year by year basis.
- Demonstrated expertise in working effectively with key agencies and stakeholders in the community, particularly those supporting special populations and employer workforce needs.
- The ability to work well independently, to establish priorities and to meet goals and program outcomes both independently and utilizing a team of subordinates.
- Extensive experience and knowledge with persons from disadvantaged backgrounds and underrepresented populations in an employment services and various community settings.
- Successful experience coordinating programs from a variety of sources, including federal, state, county, and/or foundation sources.
- Prior operations experience working with diverse, low-income and underserved populations.
- Ability to coordinate with other program partners to ensure seamless services and support for our employment services clients.
- Excellent communication skills and computer proficiency to be able to clearly and concisely communicate in both written, oral and electronic forms.
- A valid California driver's license, a clear driving record and proof of personal vehicle insurance coverage are required to be maintained at all times for this position.
- Prior experience with return to work focus, workforce development, and/or experience in rehabilitation, business management, utilization review or case management.
- Organizational ability, flexibility, resourcefulness, strong work ethics, and the ability to work independently and productively in a team to meet deadlines and program objectives.
- Experience in coordinating projects independently.
- Ability to form and maintain positive working relationships with clients, supervisor, co-workers, community agencies, employers, stakeholders, partners and program participants.
- Superior assessment and problem solving skills.
- Organizational and time management skills.
- Comfortable working within internet based, proprietary software: (Outlook, Word, Excel, PowerPoint, and Internet).
- Excellent verbal and written communication skills.
- Strong interpersonal skills working with diverse and multicultural clients, partners, stakeholders, attorneys, employers, counselors and medical providers.
- Must pass a Background, Criminal, Employment and Reference Check.



Must provide us with the following for consideration:

- Resume and Salary History.
- Copy of your Credentials, Certificates, and Employment References.
- Cover Letter explaining your abilities and why you would be the ideal candidate for this position.

Salary is negotiable based on experience and qualifications. The Marin City Community Development Corporation is an Equal Opportunity Employer. People of color and people with disabilities are strongly encouraged to apply.

Please send your resume, cover letter and professional references to be considered for the MCCDC Program Coordinator position to:

Dr. Melissa Cadet, CEO, mail: mcadet@marincitycdc.org, or mail to:

Marin City Community Development Corporation
Attn: Human Resources Department
441 Drake Avenue
Marin City, CA 94965