



<b>Position Title:</b>	<b>Career Readiness Coordinator</b>
<b>FLSA Job Status:</b>	<b>Exempt, Full time</b>
<b>Benefits Package:</b>	<b>PTO, Health, Dental, Vision, Life, and STD</b>
<b>Reports to:</b>	<b>Program Director</b>
<b>Supervises:</b>	<b>None</b>
<b>Workers Compensation:</b>	<b>Worker's Comp Code:</b>

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## **POSITION SUMMARY:**

The Career Readiness Coordinator (CRC) will build close relationships with trainees and deliver high-impact career readiness instruction and support to ensure each trainee at Liberty's Kitchen prepares realistic post-secondary plans and is successfully placed into employment. The CRC advises and supports students with identifying their preferred career pathway and planning the next steps needed to achieve this outcome. Additionally, the CRC supports all trainees in obtaining employment. The CRC manages an alumni caseload and maintains close contact and relationships with alumni post-graduation to track and ensure post-secondary employment goals are achieved.

## **ESSENTIAL FUNCTIONS**

### **Career Readiness**

- Develop a robust Career Readiness Program for Liberty's Kitchen trainees.
- Build strong relationships with trainees and alumni to develop trust and understanding in planning post-graduation activities and next steps.
- Implement pre-employment assessments that include drug testing, background checks, and career assessments to support trainees with post-secondary plans.
- Teach trainees via the creation and delivery of employability skills lessons, mock interview day planning and implementation, and resume building.
- Provide job search support, supportive counseling, and training on employment preparation.
- Make sound recommendations on trainees' placement into externships and job opportunities, in collaboration with Liberty's Kitchen Programs team.
- Provide targeted and customized support to trainees to secure employment after graduation. Support includes, but is not limited to, assisting with job applications, completing financial aid forms, holding regular office hours, and scheduling meetings with trainees.
- Facilitate a 'warm hand-off' into employment, registered apprenticeship, adult education, or additional formalized training, when appropriate.
- Demonstrate a culture of innovation and responsiveness to meet the current workforce development skills of trainees with an understanding of business needs.

### **Instruction & Teaching**

- Create and teach a transferable skills curriculum for trainees that focuses on career readiness, and post-secondary planning.
- Provide instructions in nontechnical skills integral to success in the workplace. This training teaches "soft" or noncognitive skills such as teamwork, critical thinking, professionalism,



conflict resolution, digital literacy, time management, stress management and communication.

- Lead and facilitate targeted support sessions for trainees and alumni. Co-facilitate daily lessons for Foundations about various topics such as Health and Wellness, Social Justice, Advocacy, Financial Literacy, Career and Professional Development, Sexual and Reproductive Health, and Leadership Styles.

### **Employer Relations**

- Maintain strong community relations with employers and post-secondary institutions.
- Recruit and develop employers to serve as mentors and who will allow job shadowing for the YDP trainees.
- Identify employers who hire individuals with background challenges.
- Provide employer support/connections after placement and on-site visits if necessary.
- Coordinate workforce tours.

### **Alumni Relations**

- Create and maintain outreach efforts for Liberty's Kitchen alumni.
- Stay in contact with and track graduated students as they pursue their post-secondary options to maintain up-to-date employment data for 24 months after graduation. Build and establish rapport with alums in the Youth Leadership Council (YLC).
- Provide continued career development support for alumni (i.e., supporting organized job searches, creating/updating resumes and reference letters, enhancing utilization of time management tools, etc.).
- Assist the program director and program manager in addressing workplace issues with alumni before they lead to separation from employment.
- Track all points of contact and activities with alumni in the electronic data system.

### **Outreach & Recruitment**

- Assist the Programs team with recruitment efforts.
- Support the development, implementation, and execution of Liberty's Kitchen outreach and awareness-building plan.
- Document and maintain outreach tracking and outcomes documentation.
- Participate in outreach and recruitment by attending career and health fairs and other community events.
- Organize and assist with job fairs, student dinners, orientation for schools, workshops, and other events as assigned.
- Create and distribute advertisement flyers, posters, and pamphlets to support increasing program awareness and activities.
- Work with community partners to strengthen relationships and coordinate services.

### **Program Support, Coordination & Evaluation**

- Support the Youth Development Team in creating best practices for YDP participants and alumni.
- Ensure program goals are met with support from the Programs team.
- Support program staff with coaching conversations for trainees and alumni throughout the program and help ensure a safe and welcoming workplace.



- Attend regular meetings with staff to review trainee progress and discuss appropriate training and/or intervention plans.
- Ensure accurate and timely entry and tracking of key data in approved Liberty's Kitchen systems.
- Understand eligibility criteria, policy, and procedural guidelines for all aspects of programs.
- Develop a knowledge base on community resources to assist trainees and alumni in achieving their vocational and employment goals.
- Monitor and analyze outcomes and deliverables to improve program delivery and effectiveness.

### **Other Responsibilities**

- Occasional participation in after-hour events and functions to promote the organization and supervise youth as they work events for the organization.
- Participate in regular staff meetings, training programs, and supervisory sessions and accept the responsibility for aiding the development of positive team relationships.
- Work efficiently and complete required tasks within the assigned timeframe.
- Adhere to agency policy and procedures and perform other related duties as assigned.

### **Requirements**

- Bachelor's degree and 1-2 years of experience in youth development or job training required.
- Master's degree, preferred, with experience in social work, counseling, education, or public health.
- Experience with workforce development.
- High energy and passion for serving youth.
- Lived experience enabling rapport-building with opportunity youth population preferred.
- Able to manage multiple projects at any given time. Excellent time management, scheduling, and planning skills.
- Deep knowledge and ability to communicate the mission and purpose of Liberty's Kitchen to youth.
- Ability to de-escalate conflict situations and reframe them into meaningful experiences.

### **Schedule**

- 8:00 am - 4:00 pm Monday – Friday, with some evening and weekend work as needed.