



## **Special Projects Coordinator**

Reports to Chief Community Officer

### **Job Summary:**

Under the direction of the Chief Community Officer, the Special Projects Coordinator is responsible for the implementation and management of the AARP Back-To-Work 50+ program at the participating workforce centers, and of the Citi Job Clubs projects in selected communities. The Special Projects Coordinator implements the full scope of services of the BTW 50+ Grant including managing the service providers and reporting on the established performance objectives. The Special Projects Coordinator directs, organizes and controls project activities during the period of the grant, which is in the second year of a two year grant.

For the Citi Jobs Club Project, the Special Projects Coordinator coordinates the activities of the job clubs according to the schedules developed by the host agencies, a group of voluntary organizations that utilize Partnership tools and practices to conduct job clubs based on agreed upon deliverables.

### **Key Responsibilities and Duties:**

#### **For BTW 50+:**

Trains service providers on implementation of the AARP Back-To-Work 50+ 7 Smart Strategies Sessions and financial capability curricula.

Responsible for the program planning, coordination, compliance and delivery of services to ensure that program outcomes are achieved.

Coordinates schedule development and maintenance for the delivery of 7 Smart Strategies, cohort training, financial capability sessions throughout all designated workforce centers.

In conjunction with the Director of Communications and AARPF, develops recruiting/marketing strategies and materials to increase awareness of and participation in the program.

Develops and shares criteria for suitability of participants and trains service providers on selecting participants most likely to benefit from the program.

Coordinates agency activities in relation to AARPF contracts and performance, and reports any problems to senior management personnel as needed.

Collects and reviews data to evaluate the success of various components of the project.

Prepares and submits reports to The Partnership and the grant funder based on an established schedule and upon request.

Visits American Job Centers and/or Workforce Centers and evaluates program implementation, delivery and effectiveness.

Maintains regular communication with The Partnership's Project Director and Field Operations Manager.

Other duties as reasonable and appropriate.

**For Citi Job Clubs:**

Trains Host Agencies on the implementation of the Partnership Job Clubs curriculum.

Provides Host Agencies with technical assistance, coordination, and linkages with workforce providers in close proximity to ensure that project outcomes are achieved.

Coordinates schedule development and maintenance for the successful completion of job clubs and employability seminars as agreed to by the Host Agencies.

In conjunction with the Director of Communications, develops recruiting/marketing strategies and materials to share with Host Agencies in order to help them increase awareness of and participation in job clubs and seminars.

Develops and shares criteria for providing guidance to participants based on barriers to employment. Provides guidance to job club facilitators on making referrals to other programs that may be more appropriate based on participant need.

Coordinates Host Agency activities in relation to Citi Job Clubs community engagement efforts and outcomes, and reports any problems to senior management personnel as needed.

Collects and reviews data to evaluate the success of various components of the project.

Prepares and submits reports to The Partnership and the grant funder based on an established schedule and upon request.

Visits American Job Centers and/or Workforce Centers and evaluates project implementation, delivery and effectiveness.

Manages consultant duties and responsibilities based upon agreement tasks and deliverables.

Connects Host Agencies to Partnership hiring opportunities.

Maintains regular communication with The Partnership's Project Director and Field Operations Manager.

Other duties as reasonable and appropriate.

### **Minimum Qualifications:**

- Bachelor's degree in Social Work, Administration, or related field and a minimum of three to five years' experience in social services or a related field.
- Expertise in establishing project plans, tasks and milestones and ensuring project completion is essential.
- Ability to work with a diverse population of older and the long term unemployed job seekers.
- Must be able to speak and write English clearly.
- Experience in delivering WIOA and workforce development services preferred.
- Possession of a valid Driver's License and proof of automobile insurance.

### **Knowledge, Skills, Abilities and Other Characteristics:**

Ability to create Job Club programs at each site that are consistent and meet expected outcomes.

Ability to convene partners on a routine basis to review and discuss project plans, goals and updates.

Organizational skills sufficient to assist with meetings and events at various community-based organizations throughout Cook County.

Knowledge and ability to provide guidance and advice to workforce development organizations regarding the grant requirements and expectations.

Sufficient computer skills to prepare and edit reports, spreadsheets, and other forms of data that are used to manage programs and to report outcomes.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**