



One on One Program Site Coordinator

Position

Reporting to the Senior Director of Operations, the Program Site Coordinator will implement the organization's program specific operations. The Coordinator will be responsible to engage program participants including but not limited to recruitment, training, case management, and outreach as well as liaise with community partners and employers.

About One on One

Our mission is to affirm the dignity of individuals and families in underserved communities through meaningful work. Our approach focuses on the individual by pairing job seekers with one on one personal coaches throughout their job search process. In addition to one-on-one coaching, participants complete soft skills training to learn how to de-escalate conflict, communicate clearly and effectively, and to make informed and consistent decisions.

More information about our work can be found at www.oneononechicago.com

Responsibilities

Programming 80 %

- Maintain programmatic schedule in close communication with the Senior Director of Operations
- Oversee daily implementation of workforce development programs at the assigned site
- Market programs within community and engage stakeholders
- Lead outreach and recruitment for new program participants for the assigned site
- Provide direct case management to program participants
- Provide teaching support for the soft skills curriculum as needed
- Oversee case management focused interns and volunteers (up to 3 per academic semester)
- Maintain case notes and all paper and electronic files to organizational standards

Community Engagement 10 %

- Maintain relationships with community stakeholders and partners
- Maintain collaboration and communication with employer partners
- Oversee incoming referrals and communication processes with referral partners



Administrative Tasks 10%

- Regularly maintain all electronic and paper files to ensure program tracking accuracy
- Oversee scheduling and intern support for programmatic efforts on a weekly basis
- Assist in coordinating volunteer schedules as needed
- Other administrative tasks as needed

Qualifications

- 2-5 years' relevant experience, Social Work training a plus
- Proven ability to design and implement creative solutions to complex problems
- Demonstrated track record of innovative and strategic thinking
- Demonstrated proficiency in cross cultural communication
- Exceptional ability to 'think outside of the box' and deliver creative solutions to complex problems
- Experience in utilizing technology to deliver program results
- Ability to work independently and take initiative in a fast-paced environment
- Exceptional ability to build relationships with community stakeholders and program participants
- Excellent multi-tasking and organizational skills with attention to detail
- Proficient in Microsoft Suite and Google Drive, salesforce proficiency a bonus
- Demonstrated commitment to empowerment, justice, and the mission of One on One

Details

One on One offers an exciting opportunity to a nonprofit professional. This position reports directly to the Senior Director of Operations. The Site Coordinator is a full time position. Compensation is competitive and commensurate with experience. One on One offers generous time off, flexible work hours depending on program schedule, and employer sponsored health care coverage.

How to Apply

To apply, please send cover letter and resumé to Rebekah Kikama at rkikama@oneononechicago.com