



## Job Training & Workforce Coordinator

**Title:** Job Training & Workforce Coordinator

**Reports to:** Amanda Gregg, VP of Programs and Services

**Status:** Part-time/Non-exempt, 20 hrs/week

**Pay Rate:** \$22.50/hour

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**Mission:** We engage our community with essential services that empower all people to thrive.

**Vision:** A community that is healthy, secure, and connected.

**Scope:** Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. This agency takes a multi-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Preschool, and Case Management, all working in tandem to make a positive impact on the community.

**Position Summary:** The Job Training & Workforce Coordinator oversees the development and delivery of MRC's Job Training Program (JTP), including curriculum, participant training, and program operations. This role supports client job readiness through our 24-week paid JTP placement, providing one-on-one assistance, supervising program participants, and ensures effective coordination across MRC program areas. This position serves as a key liaison to support participant progress. In addition, this position oversees MRC's Workforce program which includes providing clients career development services.

### Essential Functions

#### **Job Training Program:**

- Administer Job Training Program (JTP) curriculum
- Oversee all program operations, including hiring, recruiting, and scheduling
- Design and deliver training for JTP participants
- Coordinate JTP collaboration across MRC program areas
- Compile program data and information for grant applications and reporting
- Create marketing requests and determine appropriate platforms for posting job openings
- Document participant stories for marketing and grant reporting purposes
- Facilitate meetings with program staff prior to new hires starting and hold periodic check-ins to gather status updates and progress reports

#### **Workforce:**

- Respond to workforce-related inquiries
- Assist clients one on one with creating and/or updating resumes, interviewing prep, job searches, etc.
- Share job leads with clients based on interests and skills (Pinecam, chamber websites, Indeed,

- newspapers, etc.)
- Enter and maintain data in Salesforce
- Manage and update job postings on the lobby bulletin board

### **Knowledge, Skills, Abilities and Accountabilities**

The Job Training & Workforce Coordinator demonstrates the following:

- Skilled trainer who can mentor Job Training Associates by providing guidance, constructive feedback, and ongoing coaching. Foster a collaborative learning environment by leading with a teacher mindset.
- Strong communication skills, both verbal and written
- Excellent telephone etiquette
- Excellent computer skills, including Microsoft Office Suite
- Organizational skills
- Creativity and flexibility
- Ability to follow through with assigned duties
- Ability to multi-task, problem solve, and work independently and in a team environment
- Willingness to accept feedback and adapt accordingly
- Flexibility and ability to adapt to changing circumstances
- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge to advance knowledge and skills of others
- Train and mentor Job Training Associates by providing guidance, constructive feedback, and ongoing coaching. Foster a collaborative learning environment by leading with a teacher mindset
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook, MRC Employment Policies Manual, and other directives
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other illicit drugs of abuse
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers
- Ability to work periodically on evenings & weekends as required for programs and special events.

### **Credentials, Experience and Qualifications**

- Preferred bachelor's degree in education, social work, or related field
  - Years of experience may be substituted for education
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathetic, patient, tactful)
- Ideal candidate will have a strong professional background with work experience that demonstrates the ability to teach both technical and interpersonal skills to JTP associates.
- Supervisory experience necessary
- Curriculum development experience preferred
- Ability to empower Job Training Program participants by building on their strengths
- Salesforce experience preferred
- Strong organization and record keeping skills

- Work independently with minimal supervision
- Proof and maintenance of proper legal authorization to work in the United States

### **Compensation and Benefits**

- Generous PTO
- Paid Sick Leave
- Short-term and long-term disability
- Life insurance benefits
- Simple IRA Retirement plan with 3% match

***Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.***

***Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,***

***•Empowering change •Embracing differences •Understanding and challenging systemic inequities • Achieving equitable outcomes for all communities • Supporting and encouraging personal and professional growth • Cultivating diversity • Valuing individual stories***

