



**Job Title:** Interim Program Co-coordinator (Phase II-IV)

**Department:** Program

**Reports To:** CEO

**Effective Date:** 1/1/2023

**Organization Profile:**

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER's has empowered Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of the immigrant communities on Chicago's southwest side, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout the City of Chicago.

**Job Summary:**

PODER's interim program co-coordinator (WFD) will provide support to PODER's program at phases II through IV of the program pathway (pre-bridge & bridge courses, industry-specific workforce development training courses, and placement) in its day-to-day operations, focusing on our members' success as the primary goal.

The interim program co-coordinator (WFD) is a full-time salaried position and reports to PODER's CEO. PODER's program pathway consists of four phases: Phase 1, five levels of Integrated English (IE/ESL); Phase 2, an IE level five pre-bridge plus a career exploration (CE) bridge; Phase 3, two internal industry-specific workforce development (WFD) training courses, Latinos in Finance (LIF) and Bilingual Insurance Licensing (BIL); and Phase 4, placement and employment retention.

**Duties/Responsibilities:**

- Planning, curricula development, implementation and evaluation of the bridge and industry-specific Workforce Development (WFD) training phases of the program pathway (Phase II-IV)
- Contracting instructors/trainers to deliver courses in bridge and WFD phases of the program; providing new instructor orientation
- Development of measurable outcomes and key performance indicators (KPIs) for program courses and instructors/trainers
- Tracking of program performance and evaluation outcomes to ensure grant compliance and alignment with organizational and strategic plan goals
- Building and maintaining of strong local employer partnerships in coordination with the relations director
- Working strategically with leadership team and program staff to continually improve bridge and WFD program curricula
- Participate in required state administrative meetings and conferences pertaining to workforce development
- Attend conferences, workshops, webinars as appropriate and necessary
- Coordinate with member success specialists on service needs assessment surveys and phase-to-phase transitions



- Collect needs assessments surveys as necessary to gather member perspective and data necessary for grants and future programming needs
- Update program-related items in data systems utilized regularly
- Coordinate with community relations in creating program-related social media posts
- Act as lead in coordination of phase II-IV program-related working groups and committees

**Desired Competencies:**

- Tech savvy
- Plans and aligns
- Communicates effectively
- Collaborates
- Values differences

**Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with database systems
- Proficient with Microsoft Office Suite or related software
- Understanding of best practices in adult education/workforce development training

**Education and Experience:**

- Bachelor's Degree or significant education, training, and experience in workforce development programming
- At least two years of experience in teaching workforce development training
- Knowledge of and experience in current and effective technology tools and applications utilized in instruction and training
- Excellent oral and written communication skills and ability to communicate with diverse group of staff and members required
- Cross-cultural experience
- Experience in teaching and motivating members by means of engaging participant-centered methodology and employing best practices, based on measurable results
- Bilingual Spanish/English preferred

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.

Salary commensurate with experience. Benefit package includes health insurance subsidy and simple 401(k) company match. Generous holiday schedule and flexible accrued PTO for vacation, personal and sick days.



**Equal Employment Opportunity Statement:**

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.