



Position Title: Part-Time Project Coordinator

Job Code: 8104

Reports To: Workforce Education and Development

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Project Coordinator will handle the day-to-day operations of the Back-to-Work Center which include but are not limited to responsible for the submission of cost reimbursement invoices and detailed expense reports, the monitoring of expenditures to ensure the budget is not being exceeded, and the completion of monthly and annual progress reports and other information required as requested and in a timely manner; provide case management to program participants; serve as liaison and disseminate information between Walmart Brighter Futures Project, South Florida Workforce, Miami Dade College Student Support Services including academic and career assessment and counseling and governmental and community agencies.

Duties & Responsibilities:

- Handle the day-to-day operations of the Back-to-Work Center.
- Recruit program participants through placement of posters and brochures
- Publicize the program at MDC campus Job Fairs and on MDC-TV, the college's cable television network.
- Provide advisement, mentoring, and case management for project participants.
- Develop individualized training and support plans for participants, tailored to their economic and training needs, that integrate English as a Second Language, developmental education, and tutoring, online supplemental instruction at MDC learning laboratories, computer training, and employability skills training as needed.
- Ensure that program participants are well informed about the labor market conditions affecting job opportunities in the MDC service area.
- Connect program participants to MDC workforce education and training programs, specifically targeting fast-track programs that prepare employees for growing occupations in the MDC service area requiring 21st-century skills.
- Connect program participants with student support services available at MDC, including academic and career assessment and counseling.
- Link program participants to additional support services available through governmental and community agencies.
- Provide program participants with extended follow-up and advisement after program completion and job placement.
- Inform and advise program participants concerning career ladders.
- Link program participants with MDC partners in business and industry for internships and job placement.
- Work with the MDC Institutional Research Office to develop protocols to track participant academic progress and job placement.
- Coordinate and participate in other events, i.e., Back-to-Work Center kick-off event for press, partner business and agencies announcing grant award.
- Provide stipends and tuition vouchers to program participants receiving workforce education and training at MDC.
- Develop and implement follow-up protocols designed in collaboration with partners in business and industry under the guidance of the Project Director.

- Design and implement protocols for quarterly and 3-to-5-year follow-up, including interviews with graduates and their employers and a methodology and timetable for reporting findings to the League.
- Work together with others to design and oversee maintenance of Back-to-Work Center Web page and the link to Workforce Education programs and the Back-to-Work Center.
- Produce and disseminate the semiannual Back-to-Work Center newsletter.
- Document and catalog program successes, including programmatic and service innovations, program participants success stories, new partnerships, and leveraged funding, through a variety of means including written reports and photographs and videos of events and activities.
- Publicize the project and disseminate project results and success stories through presentations in the MDC service area, at national conferences, and in publications.
- Maintain all books, documents, papers, accounting records, and other evidence pertaining to work performed under this grant and will make these materials available to the League, the Wal-Mart Foundation, or any of their duly authorized representatives, during the contract period and for three (3) years from the date of submission of the final performance and financial report under this contact and after all pending project and audit matters are closed.
- Commit to implementing and completing each of the Wal-Mart Brighter Futures Project tasks, select task specifications and requirements, deliverables, and reporting components.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in human resources or a related field and three (3) years' experience working in a related field or any equivalent combination of education and experience
- Excellent verbal and written communications skills and documented computer skills are required
- Bookkeeping, accounting, and/or auditing experience necessary to meet the accounting and reporting components of the project are required

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name