



# URBAN LEAGUE

## GREATER SOUTHWESTERN OHIO

### *Program Coordinator* *Job Description*

## Program Coordinator

*Full-time position*

**Location:** located at 3458 Reading Road, Cincinnati, Ohio 45229

**Reports to:** This role reports to Building Futures Program Manager

**Manages:** No Direct Reports

**Department:** IMPACT

### *Job Summary:*

Building Futures Southwestern Ohio is a new 12-week pre-apprenticeship program that provides participants with the skills and trade-specific instruction to enter an apprenticeship and pursue a career in the construction industry launching at Urban League of Greater Southwestern Ohio. The program lays the foundation needed to build a career in the building and construction trades. Building Futures graduates are promoted and encouraged to enter one of trades affiliated with the Cincinnati Building and Construction Trades Council. Once accepted into an apprenticeship opportunity, participants complete on-the-job training and education in the classroom and enjoy competitive wages and benefits, including medical insurance, life insurance and retirement benefits. This program will serve as a pipeline to critical hard-to-fill roles in the construction industry while creating true economic mobility for people struggling with intergenerational poverty.

### *What you'll do:*

- Performing workforce management reporting, analysis, and administrative tasks relating to overall department needs.
- Monitoring enterprise service levels and compliance through real-time adherence applications, identifying issues, developing, and coordinating and implementing mitigation strategies, compiling and interpreting departmental statistical data, and updating information in the workforce systems.
- Providing departmental support to the Senior Director of Workforce and being responsible for a wide range of workforce service activities and day-to-day delivery of direct services, developing relationships with local businesses and organizations etc.
- Reporting programmatic productivity at the individual, departmental and institutional levels.
- Plan, organize, and guide service delivery, in joint effort with participants and staff members, from beginning to closeout.
- Make necessary recommendations on the need for additional services/activities and provide wrap-around support as needed.

- Monitor and evaluate program progress against contractual grant obligations and adjust service strategy accordingly to ensure outcomes.
- Assist with promoting Workforce Development programs to local residents and community organizations.
- Assist with community mapping and in identifying local resources for program participants.
- Provide weekly performance reports and communicate challenges affecting outcomes to Workforce leadership.
- Other duties as assigned by the Senior Vice President of Impact and Senior Director of Workforce

**What you'll need:**

- Foundational computer skills (G Suite, Office 365, One Note)
- Advanced knowledge of Microsoft Suite (Outlook, Excel, Teams, Word) Intermediate knowledge of Zoom
- Fundamental belief in the resiliency of people combined with passion for the vision and mission of Urban League.
- Coordinates a variety of projects simultaneously.
- Minimum 2 years of experience in corporate training, Job/business development.
- Knowledge of the businesses and industries within the Cincinnati area.
- Knowledge of effective procedures in locating job sites and placing applicants in jobs.
- Knowledge of Private, local, state, and federal agencies involved in manpower development programs and job placement.
- Comfort in working in the business community, and well as with a disadvantaged population.
- Effective oral and written communication skills
- Ability to work independently as well as under pressure while maintaining high levels of quality.
- Ability to maintain and produce accurate, timely records.
- Ability to meet and communicate effectively with employers and clients.
- Ability to make presentations to clients/employers on job seeking skills and readiness of program participants.

**Working environment:**

This is a full-time, in-person position located at 3458 Reading Road, Cincinnati, Ohio 45229. This position requires regular sitting or standing for long periods at a computer; frequent bending, twisting, stooping, and crouching while working at a desk; filing and record handling; regular use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequent use of a telephone and computer to communicate with coworkers and the public; regular standing to use a variety of office equipment; occasionally will lift and carry items up to 30 pounds; regularly communicate

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in oral and written form with coworkers and with the general public, constant reading, and interpretation of documents.

**Salary information:**

The estimated salary range for this position is \$42,000 a year. Actual compensation is based on factors such as the candidate's skills, qualifications, and experience.