



Employment Training Coordinator (GROW Program)

ORGANIZATION OVERVIEW

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, and productive lives. Since 2010, B:E has worked to develop, integrate, and now disseminate an approach to services based on coaching principles and techniques. The resulting model, *Creative Connected Resourceful and Whole*, ensures youth have support to build capacity, expand possibilities, and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency, and wellness.

B:E has grown rapidly since it was founded in 1996. Our budget for 2017-18 is approximately 4.2 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: www.beyondemancipation.org.

B:E is always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to apply!

POSITION

The Employment Training Coordinator is a member of the Education and Career Pathways Division at B:E. The goal of the Education and Career Pathways Division is to assist current and former foster and probation youth, including those who are disconnected from services and support, to persist and succeed in secondary and post-secondary education, and to secure and sustain satisfying, livable wage employment. **The Employment Training Coordinator is responsible for coordinating the GROW (Gaining Resources and Opportunities for Work) Culinary Training program**, an intensive program offering eight weeks of culinary training and 16 weeks of supported work experience. He or she, in partnership with a contracted chef-trainer, will be responsible for co-creating an engaging and accessible skill building environment to youth enrolled in the program (approximately 20 youth per year over 2 cohorts) and program alumni. The Employment Training Coordinator reports to the Education and Career Pathways Division Manager.

We create a safe space where youth engage in meaningful and inspiring work, leading to deep personal growth and significant, lasting diet change, and job training to build skills for success. At B:E, we inspire personal transformation by supporting youth in finding their voices and developing lasting confidence in themselves.

This position requires a collaborative individual with a high level of organization and flexibility who is solid in group facilitation and gifted in working with youth. He or she will be a partner, mentor, coach, and cheerleader to our youth. Most importantly the ideal candidate is someone with outstanding relationship building skills, experience working with youth, and someone who is a deep believer in their power and potential.

ESSENTIAL FUNCTIONS

- In partnership with chef trainer, co-create a training environment that is engaging and accessible to participants with varying levels of education and experience
- Use innovative strategies to recruit, assess, orient and train eligible youth for the GROW and ELEVATE supported employment programs.
- Develop the program schedule, including workshops and special events, and field trips.
- Provide individualized education and employment coaching, case management and crisis intervention support for all youth in the GROW program, including post-program coaching and case management as needed
- Actively employ harm reduction strategies with youth and promote behaviors that support self-reflection and success in program
- Provide information and referrals to housing, childcare, mental health and other resources
- Working in collaboration with the Transition Services Division and with Child Welfare workers, provide case management/coaching to youth on barriers affecting their education and employment success
- Develop and maintain relationships with all community partners associated with the GROW and ELEVATE program
- Track youths' program participation hours, gift card and transportation pass distribution as well as review youth timesheets,
- Track, measure, and report client activities and client outcomes during and after the program; participate in ongoing workgroup to analyze data and improve programming
- Entry of GROW Culinary program data into Beyond Emancipation's Apricot Database System is 24 hours after interaction with each client
- Represent Beyond Emancipation at community meetings and events, with a focus on food justice and the culinary field
- Make presentations to child welfare workers, probation officers, caregivers, and community based organizations serving youth on topics related to education and career development
- Participate in external committees and networks focused improving educational and career opportunities for underserved youth
- Participate in organization-wide meetings and trainings and Worker of the Day duties and rotation.
- Perform other projects/duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including fingerprinting. The successful applicant will also have TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

QUALIFICATIONS

- Bachelor's Degree in related field required, MSW preferred
- 3-5 years' experience working directly with transition age youth; ideally in a workforce development or education environment
- Experience in culinary training or food justice is a plus
- Knowledge of adult instructional and learning theory and principles
- Must have experience working with at-risk, underserved populations; experience with the child welfare system is a plus
- Excellent written and oral communication skills required, experience with group facilitation a plus
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies, educational institutions, and other community based organizations
- Strong time management, organization, and documentation skills
- Access to a reliable car, insurance, and a clean driving record is required

PHYSICAL DEMANDS

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION AND HOURS

This is a full time (40 hour per week), non-exempt position. Your schedule will vary based on need and could extend into the early evening, with some weekend hours. Compensation dependent on education and experience. Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal days, as well as holidays. Voluntary vision and retirement plans are also available.

EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

HOW TO APPLY

Please send a resume and cover letter to trainingjob@beyondemancipation.org with “Employment Training Coordinator” in the subject line. In your cover letter, please discuss any experience you have with youth group facilitation, one on one coaching skills, and general experience working with transition age youth.