

JOB POSTING

Title: Adult Education Coordinator Milwaukee
Hours: Full-time
Status: Exempt
Minimum Salary: \$41,200
Posting Date: **June 7, 2022**
DEADLINE: **July 15, 2022**

POSITION DESCRIPTION

TITLE:	Adult Education Coordinator
DEPARTMENT:	Adult Education
DESCRIPTION DATE:	March 9, 2022
PREPARED BY:	Jacob Gorges
APPROVED BY:	Jennifer de Montmollin
REPORTS TO:	Adult Education Manager Milwaukee
POSITION PURPOSE:	The Adult Education Coordinator engages those without a High School Diploma or equivalent to participate in High School Equivalency Diploma (HSED) classes with the goal to improve educational attainment, work readiness and opportunity access within the community. Position engages students, monitors participation, maintains related data, addresses day-to-day student needs and acts as program liaison/ambassador.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Guidance Support/Case Management

- Builds genuine rapport with students in order to facilitate success
- Works individually with students to determine and plan for their personal, educational and professional development goals
- Connects students with appropriate partner organization staff and resources as needed
- Monitors student progress throughout the duration of program, following up as appropriate to address strengths and concerns
- Mediates concerns/disputes between students and students and instructors, elevating to Manager when necessary for expedient resolution
- Maintains up-to-date and accurate student demographic and progress data in assigned data systems
- Maintains accurate and up-to-date student files, monitoring progress toward graduation and addressing potential issues proactively to maximize completion potential for students
- Promotes post-HSED education and career opportunities and provides related information and resources, including referral to YWCA SEW's Opportunity Advancement Manager and/or partner career navigators
- Accurately tracks and reports outcomes as assigned by management and/or program funders
- Program Representation/Ambassadorship
- Works collaboratively with YWCA SEW staff and partners, including Gateway Technical College, City of Racine, Racine Unified School District, Racine County and others, in recruiting eligible students for participation in YWCA SEW's HSED program

- Assists with press releases, social-media campaigns, resource fairs, etc. aimed at spreading the word about YWCA SEW's HSED program
- Builds and maintains positive working relationships with co-workers, partners and community-based organizations
- Maintains smooth day-to-day functioning of YWCA SEW's HSED operation at site(s) assigned, reporting challenges and opportunities to HSED Manager as they occur

REQUIREMENTS

- Bachelor's Degree from an accredited college/university in Education, Business Administration, Social Work, Behavioral Science or a related field preferred, with two years' experience in a social, educational or public-service environment; or the equivalent combination of education/experience
- Strong project management skills
- Proficient in Microsoft Office Suite (Word, Access, Excel, Outlook) and online databases
- Knowledge of social, economic, vocational, and emotional issues impacting persons with educational and employment barriers
- Ability to participate effectively as a team player and independently
- Excellent organizational skills
- Excellent oral and written communication skills
- Valid driver's license and insured personal vehicle
- Ability to work evening hours

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Moderate noise level
- Fast-paced
- High stress level

NOTE: *COVID-19 safe work environment accommodations are provided*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently required to sit at a computer for extended periods of time
- Frequently required to lift and bend
- Frequently required to walk or stand
- Frequently required to talk and hear

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION PACKAGE: Full-time position, salary range: \$41,200 - \$46,000, offering comprehensive health plan (medical, dental and vision), paid holidays and generous PTO.

HOW TO APPLY: Send cover letter, resume and salary expectations



to: CV@ywcasew.org