



Program Coordinator **Job Posting Announcement**

Posting Date: 10/14/2020

Posting Number: 1254250

Classification: Program Coordinator

FLSA/Bargaining Unit: Exempt/ MAPS - Unrepresented

Grade/Salary Range: 923 (\$63,725- \$82,964)

Division: Youth Services

Location: Youth Services, 101 W. 24th Street, Baltimore, MD 21218

Status: Full-Time/Regular

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

MOED's Youth Services division provides the City's future workforce with the tools they need to succeed in careers in local high-growth industries. MOED is seeking a Project Coordinator that will support Grads2Careers and the Workforce Innovation and Opportunity Act (WIOA) Youth Service Providers. Contracted providers will offer occupational training and wraparound supports to in and out of school youth. The Grads2Careers target is Baltimore City Public Schools graduates, not planning to enroll in college full-time within one year, into careers that pay a family-supporting wage.

WIOA is a comprehensive youth employment program for serving eligible in-school and out of school youth 18-24 years of age, who face barriers to education, training, and employment. The program includes 14 program elements that are required to be made available to youth participants.

The person in this position will report directly to MOED's Out-of-School Youth Administrator and oversee certain aspects of Grads2Careers and the WIOA Providers. This position in partnership with Grads2Careers will work in close coordination with the City Schools, occupational training providers, and wraparound service providers. The selected person will work closely with the MOED Out-of-School Youth Administrator to assess and evaluate the needs of WIOA/Grads2Careers Providers.

Essential Duties and Responsibilities:

- Serve as the primary point of contact at MOED for Grads2Careers occupational training providers, legal services partners, academic summer bridge provider, and other program partners
- Support the implementation of Grads2Careers and work closely with the G2C recruitment team based at City Schools
- Work in partnership with MOED and Baltimore's Promise staff to coordinate activities to promote seamless service delivery including data collection, grant reporting, and contract modifications
- Support the implementation of training, technical assistance, and capacity building for Grads2Careers/WIOA providers and staff, including race equity and inclusion training and youth development training
- Collect, analyze, and use monthly provider reports to assess program performance and inform technical assistance for providers
- Work in collaboration with the Out of School Youth Administrator to plan and lead monthly training provider meetings and performance review monitoring sessions

- Ensure that wraparound support services such as legal assistance and mental health services are accessible to participants and documented by Grads2Careers/WIOA providers
- Plan and lead bi-weekly operational meetings attended by MOED, City Schools, and Baltimore's Promise
- Provide data, programmatic updates, and other support for routine meetings of executive leadership of MOED, City Schools, and Baltimore's Promise
- Assist with implementation evaluation tracking the progress of training, the impact of the support services, and the internal activities that lead to the program's success or inhibit its progress
- Manages and monitors activities of Grads2Careers/WIOA participants and partners under the initiative
- Developing technical assistance opportunities for Grads2Careers/WIOA Providers as well as referral resources
- Participate in the creation and delivery of external project communications on the initiative, such as presentations to funders, to boards, and at conferences
- Support project fundraising efforts, as needed, including conducting prospect research and supporting the development of technical proposals to funders
- Conduct research, as needed

Knowledge, Skills and Abilities:

- Expert level written and verbal communication skills
- Experience in project management
- Very strong organizational skills and highly detail-oriented
- Very strong interpersonal skills and the ability to build relationships with a diverse group of stakeholders, including youth, staff, service providers, businesses, and other external partners
- Ability to effectively collect and analyze data, present findings and recommend viable options for addressing problems/ challenges
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment; and
- Proficient in word processing, spreadsheet, and database applications (i.e., MS Office Suite: Word and Excel) and project management applications
- Experience with Efforts to Outcomes (ETO) case management software preferred

Minimum Required Education and Experience:

- A bachelor's degree from an accredited college or university and three years of workforce development, youth or related fields.
- An equivalent combination of education and experience.

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider.