

Immigrant Career Pathway Project Coordinator

The Career Pathways Coordinator is responsible for the overall marketing, recruitment and retention efforts for a new grant funded Career Pathways project. The project is designed to promote economic integration among immigrants through access to entry-level job opportunities within the food and hospitality industry that facilitate career advancement and educational attainment. It is also designed to increase awareness among both immigrants and employers of immigrant rights in the workplace. The Project Coordinator will be responsible for student recruitment, community and business outreach; and, implementation of all related instructional activities. Spanish speaker and knowledge of immigrant rights preferred.

ESSENTIAL FUNCTIONS

- Assist in developing and implementing marketing, recruitment and retention strategies of students and volunteer coaches.
- Oversee the implementation of related Classes and Independent Study instructional services and assist teachers and volunteer coaches with instructional delivery.
- Engage and support career pathways students through educational requirements, career exploration, internships, job search and successful completion of career pathways certificates.
- Conduct and interpret assessment scores to determine students' educational needs and personal goals, track student progress and trigger targeted and necessary interventions.
- Collaborate with agency partners, business and industry for internships and job placements.
- Plan and coordinate career pathways events related to the food and hospitality industry; informational workshops; and, industry field trips.
- Plan and lead workshops to immigrant communities and employers
- Track statistics, gather data, and write reports specific to guidelines provided. .
- Maintain safeguards regarding confidential and/or sensitive files and documents.
- Monitor and review assigned budget accounts.
- Provide services and/or referrals as needed.
- Maintain Career Pathways website.
- Perform other related duties as assigned.

Qualifications

- Bachelor's Degree in Education, Business, or Public Policy
- Demonstrated experience working with immigrants and knowledge of immigration policies

- Excellent computer skills specifically Excel and use of social media.
- Experience working effectively with partner organizations, successfully navigating complex partnerships,
- Excellent communication, public speaking, meeting facilitation and writing skills.
- Minimum 3 years of professional related experience
- Demonstrated ability to function in fast-paced, high-energy environment; Ability to multi-task and manage competing deadlines.
- Proficiency in another language preferably Spanish preferred.