



JOB DESCRIPTION

Position Title: Employment Program Coordinator
Reports to: Social Services Director
Hours: PT 25/week

Department: Social Services
Effective Date: July 2021
Salary: Non-exempt \$21-23/hr

SUMMARY:

PROP is seeking a detail-oriented, community-minded individual to join a passionate and highly collaborative social service team as an Employment Program Coordinator. We take pride in working within our values of client-centered compassion, integrity, and respect. We support an inclusive and collaborative culture with flexibility and a space for fun. Given our team's size, we are able to be flexible and agile in changing our programs and services to meet the needs of our community.

The primary function of this position is to provide consultation and coaching to PROP participants on all skills and activities related to attaining and retaining employment and to coordinate the future of the PROP Employment Program.

PROP Food Shelf is a nonprofit that has been caring for our neighbors in need for 50 years. We help 1,000+ Eden Prairie and Chanhassen families in financial distress meet their basic needs while providing additional services to help them on a path toward self-sufficiency. Through a food shelf, housing & emergency financial assistance, employment counseling, and other services PROP strengthens the community.

POSITION RESPONSIBILITIES:

- Develop and conduct strengths-based intakes with potential participants to assess employment skills, needs and interests.
- Meet with participants on a regular basis, set measurable and realistic job search goals, and support them in becoming self-sufficient in the job search process.
- Support participants in filling out online applications, creating and tailoring resumes and cover letters, and learning networking tools. Refer participants to skills-enhancing activities.
- Prepare participants for job interviews through strategy development and practice.
- Consult with PROP Case Management Team and other wraparound service providers to best support PROP employment clients.
- Maintain records, complete assessments and follow-ups, and write case notes in client database.
- Maintain knowledge of and share relevant community services and resources.
- Assist Social Services Director with data collection including client output or outcomes, resource usage, and client stories.
- Through outreach, develop partnerships with local companies and educate participants on current job openings by industry and how to search for the types of positions they want.
- Occasionally represent PROP on various task forces, panels, committees, management teams, and groups that relate to PROP's mission, vision and services as directed by Social Services Director or Executive Director.
- Conduct outreach about the program with PROP participants.
- Attend team meetings, organization events, networking meetings, educational trainings, and workshops as directed or requested.
- Other projects and duties as assigned.

EXPERIENCE/QUALIFICATIONS:

- Two or more years of case management or client/customer-facing work experience
- Excellent interpersonal skills (active listening, conflict resolution, informed consent, etc.)
- Experience with direct service to marginalized and historically excluded communities
- Knowledge of, creative solutions to, and comfort with common barriers to employment preferred
- Practiced attention to detail (particularly as it relates to accuracy in paperwork, calculations, and following guidelines)
- Ability to self-motivate and self-direct the coordination of the Employment Program
- Lived experience or knowledge of historic and systemic oppression and the continuing impact on many cultural communities
- Computer skills in Microsoft Suite and experience with data entry in database systems
- Ability to successfully work in a busy environment with complex, sometimes competing objectives
- Bilingual Spanish, bilingual Somali, or social work licensure preferred

PROP PERKS:

Generous paid time off and holidays
Simple IRA Plan

Professional development opportunities
Employee Assistance Plan

HOW TO APPLY: Qualified candidates should submit a resume and a cover letter that *specifically addresses requested experience and responsibilities* and tells us why you see yourself as a great match. Please send to propcareers@propfood.org with the subject line "PROP Employment Program Coordinator". Applicants will be screened as they are received and the position will be filled when the best candidate is identified. No phone calls, please.

Physical Requirements: This position works in an administrative office environment that is ADA compliant. Office hours are generally 8:00 a.m. to 4 p.m. with scheduling adjustments to accommodate program fulfillment. Some Wednesday evening shifts are required (4:00-6:30) but the Employment Coordinator can maintain a flexible schedule that meets the needs of program participants. Qualified candidates must be able to remain in a stationary position at least 50% of the time; the person in this position must operate a computer keyboard and other office machinery, such as a copy machine, printer, and telephone. The person in this position frequently communicates with staff and clients and must exchange accurate information verbally, in writing, and by phone. The person in this position must have the ability to lift and carry 30 pounds safely, as well as the ability to walk, squat, and kneel.

Equal Opportunity Employer: It is the policy of PROP to provide an equal employment opportunity to all individuals. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law. It is the policy of PROP to comply with all applicable laws that provide equal opportunity to all employees or applicants for employment without regard to race, color, creed, religious belief, gender, sexual orientation, national origin, age, marital status, status with respect to public assistance, disability, age, military status, genetic information, familial status or any other characteristic protected by applicable federal or state law.

People of color and people from other underrepresented communities are strongly encouraged to apply.

PROP maintains a policy that all staff and volunteers must be fully vaccinated.