

Job Posting

Position Title: Program Coordinator

Agency: Community Action Partnership

Classification: Non-Exempt

Agency:

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing.

JOB SUMMARY:

We are looking for a dynamic individual who will have the exciting opportunity to continue growing the MORE (Madison County Opportunities for Reentry and Employment) Program within our agency. The mission of the program is to increase economic opportunities for those recently released from jail. The program combines 10 weeks of group training sessions while individuals are incarcerated, followed by individualized case management services upon release.

The candidate will play an important role in networking and establishing relationships with various employers in the region.

JOB DUTIES:

- Plan and Co-Facilitate the curriculum for the jail participants.
- Complete intake forms in the correctional facility.
- Become a certified trainer for the "Getting Ahead While Getting Out" curriculum.
- Facilitate workshops relating to employment readiness such as resume writing, interviewing techniques and interpersonal skills
- Co-Facilitate support groups. (may be after hours)
- Participate in Non-Intake training with the jail.
- Use database systems, and reporting.
- Provide assistance to participants with housing.
- Case conferencing with the More Program Coordinator.
- Work with a Case Manager to build relationships with employer's and fill job vacancies.
- Work with CAP programs and other agencies in the community to coordinate services for released inmates.

QUALIFICATION AND SKILLS:

- Bachelor's degree.
- Experience in program building and assessment
- Be comfortable working with justice involved individuals, including the jail population.
- Good communication and organizational skills.
- Experience with Employment Readiness and Job Placement.
- Valid driver's license and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AAE.