

Job Title:	Transition Coordinator
Position Type:	Full-time, Hourly
Reports To:	Executive Director

Program Summary:

Project REBUILD, Inc. is a nonprofit organization with a mission to re-engage young adults to create pathways to academic, professional, and leadership opportunities while providing them with the skills and support to set them up for lifelong success. It offers young people between the ages of 16-24 work readiness training using hands-on lessons and academic instruction leading to a high school diploma. The comprehensive program also includes leadership development, community service, case management, workforce development, life skills curriculum, mentoring, and post-program support.

Position Summary:

The Transition Coordinator works with the participants to strengthen both the technical skills and soft skills necessary for successful placement upon completion of the program. This position also requires networking and building relationships with the private and public sectors to provide career-building opportunities for participants.

Responsibilities and Duties:

- Develop and maintain partnerships in the public and private sectors that will provide career opportunities that are aligned with participants' interests and goals
- Identify and schedule career-related guest speakers, site visits, job shadow experiences and informational interviews
- Interview students relative to placements being sought and assist when necessary
- Meet with participants regularly to learn their job and career goals or immediate needs
- Responsible for facilitating the RISE Up curriculum leading to an industry-recognized credential for participants
- Plan and organize job skills workshops that include career interest, interviewing, resume preparation, job searching and soft skills in the workplace
- Work with the director and program manager to develop presentations and marketing items for potential employers

- Ensure that trainees are prepared to participate in job fairs and interviews and conduct follow-up assessments
- Connect trainees with viable job opportunities by utilizing job board, social media and face-to-face meetings
- Provide evaluation, conciliation, and mediation between employer and employee post-placement if necessary
- Contribute to program refinements in ways that meet employers needs and expectations
- Attend all staff meetings and coordinate individual plans with other staff

Qualifications and Skills:

- Minimum of two years post high school education or training
- Minimum of two years job development and placement experience
- Strong written and oral skills
- Strong presentation skills
- Understanding of the apprenticeship system in the construction trades
- Comfort in diverse business and corporate settings
- Excellent attention to detail and follow through

Conditions of Employment:

- Strong commitment to the program and helping young people succeed
- Must be eligible to work in the United States and provide necessary documentation legally
- Ability to pass a pre-employment background check, including an FBI Background Check, which includes fingerprinting
- Must accept and agree to abide by the organization's Drug-Free Workplace Policy that includes drug testing
- If the position requires driving organization-owned vehicles, you must have a valid driver's license and meet safe driver criteria established by the organization and our insurance company
- Ability to maintain professional boundaries with vendors, staff, and members

Benefits:

- Paid Holidays
- Paid Time Off
- Health Insurance
- Retirement Plan

Learn more about:

[Project REBUILD, Inc.](#)

[YouthBuild USA](#)

Project REBUILD, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics. In addition to federal law requirements, Project REBUILD complies with applicable state and local laws governing nondiscrimination in employment in every location in which we have facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.