



Jobs for Arizona's Graduates
Job Posting
JAG Works Coordinator

SUMMARY:

Jobs for Arizona's Graduates provides career and college readiness programming to youth ages 14 to 24 through various program models. The JAG Works Program model serves youth through a community-based setting, allowing JAG to reach youth who are entering middle school and/or may have dropped out of high school, or completed high school but not yet connected to college or employment. Though set outside of the school environment, the JAG Works model seeks to support youth in meeting the same core objectives: improvement in academic competency, promoting from middle school to high school, graduation from high school, completion of core work readiness competencies, and placement in career-focused employment and/or post-secondary education.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without accommodation. The requirements listed below are representative, but not all inclusive, of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Recruit a roster of 20-30 eligible youth annually, to be served through the JAG Works Program.

- Develop promotional material for JAG Works
- Eligible youth include those facing barriers to completion of education or connection to employment
- Connect with education and community partners to establish referral networks
- Maintain a list of "interested" participants to communicate ongoing opportunities to enroll
- Generate public interest in JAG Programming
- Plan and implements outreach activities and promotional campaigns

Conduct an intake and assessment and/or survey on all participants:

- Collect educational and employment baseline information (from last known school)
- Assess basic skills for out of school youth
- Conduct an informational interview with prospective participants to complete the JAG profile form identifying participant needs and goals
- Provide appropriate referrals to youth that are not in NEED of, or WANT the comprehensive program

Create an Individual Development Plan in partnership with all participants outlining education, employment, and training goals:

- Assess and facilitate connection to middle school and/or secondary education or GED as appropriate
- Assists clients who need extra help by tutoring and preparing and implementing remedial programs
- Observes and evaluates client performance, behavior and/or social development
- Organizes, coordinates and conducts reviews of community resources and social service agencies as referral sources
- Meet with clients to track progress and suggest modifications to individual plans when necessary

Deliver the JAG Works Workshop Series:

- Design a workshop series that includes the JAG National Out of School and middle school, and high school competencies
- Determine the appropriate locations, times, and dates needed to meet youth needs



- Establishes clear objectives for all lessons and projects and communicates those objectives to clients
- Ensure youth successfully complete all workshops within the series – troubleshooting barriers to participation

Facilitate the JAG Works Professional Association

- Hold regularly scheduled Professional Association meetings
- Ensure all youth participate in a required number of PA meetings and events
- Facilitate election of PA officers
- Facilitate completion of a student-led program of work, to be reported on each year at the Career Development Conference

Facilitate Occupational training and post-secondary opportunities for all youth:

- Complete college applications
- Complete FAFSA
- Facilitate connections with WIOA partners as needed to meet occupational training needs of participants.

Facilitate job placement for all youth:

- Maintain a database of employers and contacts
- Assist employers with job posting on all appropriate systems
- Prescreen participants to make appropriate job referrals
- Follow-up monitoring activities with employers

Provide 12 months of follow-up after EXIT from the Program to ensure participant remains successfully engaged in education and employment.

Complete and submit all required paperwork/testing in a timely manner.

- Update participant records in the JAG National Database System on a daily basis and export data on a monthly basis
- Maintain participant files including required eligibility documentation, program progress documentation, and educational achievement and job placement verifications as appropriate.
- Coordinate with Program Manager and other members of the team to ensure any necessary documentation has been received

Build and maintain relationships with schools and community contacts

Maintains confidentiality regarding all issues relative to client files and the organization's operations





Qualifications

- Must have a minimum of 3 years of experience working with youth in an education, youth development or other related setting.
- Bachelors' degree or higher in education, counseling, social work, business management or related area is preferred.
- Must demonstrate proven knowledge and experience in work readiness skills program implementation and evaluation, college access and preparation practices, and curriculum development and facilitation.
- Must be able to demonstrate a high level of conceptual and strategic thinking – understanding budgets, goals and objectives as well as interpret and communicate academic policies and procedures and JAG Standards and Programming to corporate, community and educational partners.
- Must possess the ability to convey a professional image, as well as effectively represent JAG as appropriate in its relations with external bodies, agencies and partners.
- Must have a working knowledge of personal software packets to prepare correspondence, spreadsheets, and reports.
- Ability to obtain a DPS Fingerprint Clearance Card with no restrictions

Required Competencies:

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and youth participants.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This is primarily a sedentary office classification but may require field visits and driving.
- Station of Work – The City of Peoria Complex or Town of Guadalupe will be the primary work station, with frequent local travel to the JAG Central Office.
- Hours – Part time, hourly. Schedule will generally follow a 2-6 pm work day, but may vary due to parent and student events in evenings or on weekends.
- Temperature conditions are controlled with no direct exposure to hazardous physical substances.
- The noise level in the work environment is usually low to moderate.
- There is occasional exposure to irate staff, vendors or participants.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk, keyboard, to finger, handle, or feel, reach with hands and arms, see, talk and hear.
- The employee will frequently lift and/or carry reports, records and other materials that typically weigh less than 40 pounds. The employee is occasionally required to stoop, kneel, bend, or crouch.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, and other standard office equipment.



All of the information contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Management reserves the rights to add, modify, change, or rescind the duties and/or work assignments of all positions, without advance notice, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

To Apply:

Interested candidates should send a resume and cover letter to email address below. After the initial review, you will be asked to complete an application to move forward in the application and interview process.

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Please email Dianna.harrier@jagaz.org or call 602-908-9263 with questions.

