



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Title: Workforce Development Programs Coordinator (18-month program)
Location: Newport News

Summary: The position is responsible for assisting youth, adults, returning citizens and single parent/custodians with developing portfolios for full-time employment placement. The Coordinator will identify employers who hire individuals with background challenges. Candidate must recruit, facilitate, track outcomes, and submit monthly reports for the Readiness Internship Program. Each client will have an individualized service plan with goals to be achieved upon completing of internship. The Coordinator will facilitate the 'warm hand-off' into employment, registered apprenticeship, adult education, or additional formalized training. Case management responsibilities not limited to assisting with employment and placement or training. Screen, refer for vocational evaluations as necessary, conduct various assessments, and help each client identify their career interests. Provide job search services, workshops, counseling, training and employment preparation, and placement services as well as a variety of self-directed online training options.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in a field related to Business Administration or comparable experience, and/or certifications in related fields or 5 years of equivalent experience. Experience in human resource management, business environment a plus. Expertise in MS Office-Excel, PowerPoint, and Word. Must possess and maintain a valid Virginia driver's license. Criminal record check and credit report required for employment. Strong software capabilities to analyze the business and develop presentations to include: Excel, PowerPoint or Prezi are required. Adept at networking, building relationships, and community engagement. Ability to work across the organization to deliver solutions that meet internal and external objectives

Qualifications: Working knowledge of the principles and practices of workforce and economic development, business administration, organizational behavior, organizational development, strategic planning, resource allocation, public relations, and leadership techniques; proven facilitator, trainer, instructor, or effective teaching experiences.

Skills Required: The ability to generate reports, submit grant updates and manage timelines. Strong analytical skills, business acumen and the ability to achieve desired outcomes working with cross-functional teams with and without direct reporting relationships. Relationship building skills with leaders in government, business, higher education and other related industry groups and associations. Helps establish performance measures and monitors outputs and outcomes. Comprehensive understanding of contract management, data systems, including tracking, reporting, monitoring, customer satisfaction, and evaluation. Ability to work independently, take initiative and be an effective team member. High-level communication and interpersonal skills a must. Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.