

## **ACHIEVE of SOUTHWEST MISSOURI JOB DESCRIPTION**

**TITLE:** Achieve Program Coordinator

**REPORTS TO:** Board President

**EMPLOYMENT STATUS:** Part Time, July 2022 – May 2023

**FLSA STATUS:** Hourly \$20/hr

### ***Achieve Program Coordinator***

The Mission of Achieve is to improve life readiness skills of young adults with disabilities by providing specific instruction and exposure to career opportunities while maintaining high expectations and accountability. Achieve students will have the opportunity to mature, gain independence, and sharpen life management and self-determination skills through classroom instruction, peer mentorship and job exploration.

#### **Overview**

The Program Coordinator is responsible for overseeing the day-to-day operations of the program. Providing support and resources to Achieve instructors and students. Working cooperatively with Evangel University to build job sites for Achieve students and to build a community of inclusion. To be the 'Face' of Achieve with area schools, disability service providers and other stakeholders.

#### **Essential Duties and Responsibilities**

##### **Day-Day Operations**

- Coordinates support and resources for Achieve, including developing appropriate work sites on campus, assisting in curriculum development, support materials and filed trips.
- Collaborates with departments on campus to provide natural support for students in the Achieve program.
- Provides direct support to Achieve students in the areas of academics, social, independent living, and job readiness skills as needed.
- Works closely with instructor to review and discuss students progress in work readiness, social development, and life skill development.
- In coordination with the Achieve instructor, oversee, and review assessments, identify, and communicate resources needed to meet individual life goals.
- Participate in identification, coordination, and placement of participants in mentor and/or internship opportunities.
- Assist individuals in identifying community resources that may support vocational or other related goals.
- Offer supervision of all participants in the program, as needed.
- Always ensure the safety of all participants.

## **Program Administration**

- Be the face of the Achieve Program and the first point of contact.
- Meet with community stakeholders including but not limited to schools, disability providers and philanthropist to further program mission.
- Design and implement an Achieve Alumni Program
- Design and distribute a newsletter at least twice per semester.
- Maintain contact with Project Life for curriculum best practices
- Coordinate with EU for campus tours for prospective students and other interested parties.
- Processes admission applications, coordinate program interviews with the enrollment team for potential Achieve students.
- Raises awareness through assisting with strategic planning and marketing of Achieve.
- Develop and enhance program curriculum in accordance with project goals, objectives, and funding to support Achieve
- To maintain confidentiality.

## **Professional Qualifications**

- Bachelor's degree, required; Master's degree, preferred.
- Experience with educating individuals with disabilities in traditional and or non-traditional settings.
- Experience with employment/vocational services for individuals with disabilities.
- Knowledge and experience with prompt hierarchy and the use of behavioral management techniques.
- Transparent and high integrity leadership.
- Excellent oral and written communication skills and strong interpersonal and human relations skills.
- Proficient in Microsoft Office and other online tools
- Ability to convey vision of Achieve's mission to future participants and families.
- Ability to establish and maintain positive relationships and boundaries with participants.
- Ability to manage multiple tasks in an efficient manner.
- Ability to work with community in a collaborative and cooperative manner.
- Ability to lift 30lbs.
- Valid driver's license and evidence of insurance.