



Job Description – Program Coordinator

Overview

AWFH is a peer-led, community-based network dedicated to advancing Asian women's health and wellness through education, advocacy, and support. We envision a world where Asian women are well informed, have access to care that is culturally appropriate and high quality, and inspired to live happy, healthy lives.

About this position:

The Program Coordinator position is a 40-hour full-time position, and reports to the Program Manager. The Program Coordinator works with students to ensure all participants have access to social support services during and after the workforce development job training program. This position will provide support to applicants and students, and assist with outreach, recruitment, intake, career counseling, and retention services to the students.

Responsibilities

Career Coaching

- Provides pre-employment services such as job-seeking skills training, job development, and job referral
- Assist program participants in both one-on-one and group settings in job search-related activities
- Support participants with resume building, job interviews, and the hiring process
- Develop and maintain relationships with employers and develop an understanding of employer requirements for career advancement.
- Provide coaching for approximately 20 - 35 students annually
- Maintain student relationships and provide post-employment support to program graduates

Student Management

- Provide eligibility screening, detailed intake orientation, testing, and financial self-sufficiency assessments for clients
- Work directly with students to address issues related to self-sufficiency; research local resources and provide information and referrals to clients
- Maintain student files and database; keep student progress up to date
- Submit monthly student progress reports
- Work with grant funders and county welfare to coordinate services and referrals
- Support the training participants and the training providers to address potential barriers to program completion

Outreach

- Assist with community outreach events to strengthen the recruiting network
- Present program to potential partners and identify qualified applicants.
- Conduct weekly information sessions.
- Other duties assigned, such as general administrative support

Qualifications/Requirements:

- Commitment to AWFH's mission.
- Exceptional attention to detail, interpersonal communication, writing, and editing skills.
- 1-3 years of experience in workforce development or related field required
- 1-3 years of experience working with individuals with barriers to employment desired
- Knowledge of community resources in Massachusetts and web-based resources required
- Familiarity with career ladders and professional advancement preferred
- Proficiency in a language spoken by immigrant participants preferred
- Strong Microsoft Office Suite skills required
- Experience using Salesforce preferred
- Experience in marketing and outreach preferred
- Ability to work flexible hours including evenings and some weekends

Compensation: The annual salary will be \$ 42,000 to 48,000

To Apply: Send a resume and cover letter to Sofia Li, sli@asianwomenforhealth.org with the subject line "Program Coordinator." In your cover letter please specifically address why you are interested in this position, what you find compelling about our work, and why your skills are a match. No phone calls, please. Position open until filled.

AWFH is an Equal Opportunity Employer. Women, people of color, indigenous people, immigrants, LGBTQ and gender nonconforming individuals are strongly encouraged to apply.