



GO PLACES Project Coordinator Job Description

Department: Workforce
Reports to: GO PLACES Project Director

General Statement of Duties

Under general direction of the Growth Opportunities: Peer Leaders Accessing Community and Employment Success (GO PLACES) Project Director, the Project Coordinator oversees the day-to-day operations of the GO PLACES project funded by the US Department of Labor through the Education and Training Administration. The GO PLACES project targets high crime and poverty in specific areas of the City of Asheville and works to develop violence prevention strategies and build economic opportunity for youth ages 16 – 24.

Distinguishing Features of the Class

This position will provide leadership to the GO PLACES project to ensure stated goals are met and will serve as a point of contact between stated partners. The Project Coordinator will give support to the Project Director and serve as the liaison between participants, service providers and others in the GO PLACES ecosystem. To achieve the project's goals, the Coordinator will play a key role in ensuring the success of the program by connecting participants to community resources and collecting and reporting quality data for the duration of the performance period.

Duties and Responsibilities

Essential Duties and Tasks

- Be committed to the mission of GO PLACES
- Be knowledgeable about community resources as appropriate to the needs of clients
- Obtain CHW certification through accredited institution
- Maintain weekly timesheet with detailed notes on day-to-day activities
- Meet stated Project goals: Serve 175 individuals in the City of Asheville; and ensure a total of 350 participants served (combined Asheville and East Tennessee) during the grant performance period
- Proactively reach underemployed and unemployed individuals with barriers to employment, living in low-income communities and/or seeking training opportunities in high-wage employment industries
- Accept/track referrals to/from project partners, including contracted CHWs
- Complete needs assessments to determine participant suitability for the program
- Work with CHWs to develop Individual Development Plans for participants
- Collect data (arrests, recidivism, etc.) for reporting
- Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for individuals, coworkers, and all members of the GO PLACES team.
- Keep client records up-to-date and accurate in our CRM (Client Relationship Management) software program (Apricot)
- Work with contracted Community Health Workers to submit accurate and timely reports
- Attend regular partners meetings, trainings, and other meetings, as requested

Additional Job Duties

- Other related duties as directed by the GO PLACES Project Director and/or the Strategic Initiatives Director of Land of Sky Regional Council.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of grant requirements
- Knowledge of the Workforce Equity ecosystem
- Considerable knowledge of the service delivery agencies in Buncombe County
- Ability to manage a multitude of individuals' needs simultaneously.
- Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- Ability to plan and manage time.
- Ability to apply program guidelines to program activities
- Ability to work with a variety of different agencies including for-profit, nonprofit and governmental.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common tasks.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, perform visual inspections and extensive reading.

Working Conditions

- Primarily an office setting with moderate noise level. Frequent local travel with some trips requiring an overnight stay.

Desirable Education and Experience

- Community Health Worker certification along with graduation from a two-year college or university with a degree in human services, business administration or public administration and/or considerable experience in recovery from substance use disorders, supporting former offenders and expertise with workforce development; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.

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