



GO PLACES Project Director Job Description

Department: Workforce
Reports to: Strategic Initiatives Director

General Statement of Duties

Under general direction and supervision of the Strategic Initiatives Director, the Growth Opportunities: Peer Leaders Accessing Community and Employment Success (GO PLACES) Project Director oversees the administration and project delivery of the GO PLACES project funded by the US Department of Labor through the Education and Training Administration. Grant parameters mandated two-state participation as a requirement of a successful application – the GO PLACES project targets high crime and poverty in specific areas of both the City of Asheville and cities/counties in Eastern Tennessee. The Project Director works to develop violence prevention strategies and build economic opportunity for youth ages 16 – 24 and will provide administrative leadership of the activities in both states.

Distinguishing Features of the Class

This position will provide oversight of the GO PLACES project to ensure stated goals are met and will serve as the leading point of contact between the Project Coordinators (one in North Carolina and one in Tennessee) and other project partners. To achieve the project's goals, the position will be responsible for convening an Advisory Board of employers, business partners, service providers and others to see that project goals are met and to encourage them to participate fully in the project.

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
- Provide supervision to North Carolina Project Coordinator
- Provide leadership to all operations and programs of the GO PLACES project.
- 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
- Work with Program Coordinators and contracted Community Health Workers to submit accurate and timely reports
- Recruit Project partners from employment, education and supportive sectors as needed; develop resources with partners.
- Develop the North Carolina GO PLACES Advisory Board including partners from appropriate sectors; hold quarterly meetings to guide GO PLACES activities
- Attend GO PLACES Advisory Board meetings in East Tennessee twice per year
- Attend regular partners meetings, trainings, and other meetings, as requested
- 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.

Additional Job Duties

- Other related duties as directed by 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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