



Position Announcement: Placement Coordinator

Heart of Oregon Corps is hiring for a qualified Placement Coordinator (aka Job Developer) with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people. This is a unique opportunity to connect Central Oregon employers with local young people entering the workforce. The position has a reliable, consistent schedule, paid holidays, vacation, and sick leave, and helps change lives!

WHO WE ARE:

At Heart of Oregon Corps (HOC), 16-24 year old local young people with barriers to success, improve their own lives while gaining job skills on projects that improve the community. In Heart of Oregon's YouthBuild program, 16-24 year-old local young people improve their lives by learning construction trade skills while building affordable housing in the community or by learning and implementing skills in the field of child and youth development while completing their GED or diploma and preparing for their futures. Heart of Oregon YouthBuild partners with local school districts and COCC. Learn more at www.heartoforegon.org.

POSITION AND ORGANIZATION INFO:

The Placement Coordinator (also known as a Job Developer) will work directly with Central Oregon businesses to cultivate relationships that lead to successful job shadows, internships, apprenticeships, and employment opportunities for HOC graduates. This position coordinates HOC's "Employer Advisory Council" and our partnerships with other workforce development agencies, apprenticeship programs, and chambers of commerce. The position works closely with program staff to ensure youth participants are prepared for interviews and employment and have the outside support and resources needed specific to each individual and the position. They will deliver limited job-readiness assessments and activities to groups of participants throughout the program cycle, but most of the position is externally focused on partnerships. The Coordinator also collects, manages, and retains source documentation related to transition, placement, and post-program retention in files including forms, development activities, evaluations, surveys, etc.

Headquarters for the program is in Sisters, Oregon and business placement sites are throughout Central Oregon. This position has the opportunity of being either a part-time (24 hours) or a full-time (40 hours) position. If part-time, there will be some flexibility required for business networking and community events. The position is supervised by the YouthBuild Advocate and is part of a larger program staff team of 12 and a larger non-profit organization that operates 6 training programs.

QUALIFICATIONS:

At least two years of related professional employment experience is required. Related fields include job or career counseling/education/case management, human resources/recruiting, or youth programming. Applicants should have a minimum of a high school diploma; a Bachelor's degree and/or comparable additional work experience is strongly preferred. Applicants should be fluent with standard office

software and technology, including Microsoft Office, Outlook, and web-based applications. They must have excellent networking skills, communication skills and be highly organized. The applicant must have the ability to relate sensitively to a multicultural group of young people and coworkers, and have respect for the ideas and intelligence of young adults. A good sense of humor is welcomed and desired!

A commitment to safety and an ability to positively and professionally train, teach, coach, and mentor young people while meeting program objectives is critical. The co-ed program serves diverse youth—including young women, Latino, Native American, and other minority youth, and youth who experience disabilities. Applicants who represent these groups, and are strongly encouraged to apply.

WAGE AND BENEFITS:

Starting wage range for this position is \$22.50/hour (firm). Insurance benefits differ based on full-time or part-time status. **Please note in your application whether you are applying for the part time or full time position.**

Time off is generous, with 12 paid holidays (which includes 6 days while the offices are closed over the winter holidays), plus up to 80 hours paid vacation and 40 hours paid sick time/year. Vacation leave benefits increase after 2 years of service.

See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

PROCESS:

If you are interested, please submit the following to hr@heartoforegon.org.

- A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
- A Cover Letter (in an email is ok)
- A Resume

Send to:

hr@heartoforegon.org

or

541-306-3703 (FAX)

-or-

Heart of Oregon Corps

PO Box 279, Bend OR 97709

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and insurable driving record required for occasional business driving, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply. Offer is contingent upon proof of vaccination against the COVID-19 virus or willingness to obtain vaccination upon hire. For

questions related to Heart of Oregon's vaccine mandate, please speak with the hiring manager. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Position open until filled. If this ad is still up, then we're still hiring!

Thank you for your interest!

Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States. This project was funded in part by a grant awarded under the YouthBuild Grant Initiative, as implemented by the U.S. Department of Labor's Employment & Training Administration.