



Position Announcement: Placement Coordinator

SUMMARY:

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 part-time schedule, paid holidays, vacation, and sick leave, and helps change lives!

ORGANIZATION INFORMATION:

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 and completing their GED or diploma and preparing for their futures. Learn more at www.heartoforegon.org.

POSITION INFORMATION:

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 supports 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.

Program headquarters is in Sisters, Oregon and business placement sites are throughout Central Oregon. The 24-hour a week schedule is generally three 8-hour days a week, with 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 and QUALITIES:

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.

SALARY AND BENEFITS:

Starting wage for the position is \$17.75 hour (firm). This is a part-time, year-round, hourly staff position. It includes 9 paid pro-rated holidays, and 40 hours paid sick time/year; no health benefits are included. Please do not apply if this hourly wage and benefit package is not viable for you.

PROCESS:

If you are interested and qualified, we are interested in hearing from you! Please submit the following to: hr@hearttoforegon.org or PO Box 279, Bend OR 97709 or 541-306-3703 (fax)

1. HOC Employment Application (<http://hearttoforegon.org/who-we-are/careers.html>)
2. Cover Letter (stand-alone or in the body of an email)
3. Resume

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.

Submit application packages by Friday, July 31st for full consideration.

Applicants will receive a confirmation of receipt and interviews will begin in early to mid-August. Our goal is for our new Placement Coordinator to start the position by August 31st.

All applicants will be contacted regarding the results by the end of the process. We strive to respect the time and effort required to apply and provide updates and information along the way. Online questions are welcomed and can be directed to hr@hearttoforegon.org. Thank you for your interest and good luck!

Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting hr@hearttoforegon.org (TTY 711). 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.



Heart of Oregon Corps YouthBuild youth showing off a house they built in Madras at a community open house.