

Program Coordinator, Industry Internship Program

Full-Time | Salaried



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About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Program Coordinator, Industry Internship Program (IIP)

Reports to: Director of Education

Responsibilities:

Under the supervision of the Director of Education, the Program Coordinator will organize and implement the Industry Internship Program (IIP). During the four weeks of IIP, clients learn about specific industries through classroom instruction and hands-on experience. The Program Coordinator will be responsible for facilitating classroom-based industry credentialing and overseeing on-the-job-training in collaboration with Project Place's small businesses.

Specific duties of the Program Coordinator include:

- Managing monthly credentialing opportunities and training schedules for clients and facilitating relationships with agency partners to develop ongoing professional development opportunities for clients and staff
- Teaching foundation-level skills so that clients can successfully learn industry competencies
- Consulting and supporting small business managers with the development of industry-specific curriculum and training

- Facilitating the recruitment of program participants by completing intakes, participating in enrollment orientation, presenting program opportunities to clients enrolled in workforce development training, and coordinating client interviews with small business managers
- Overseeing the completion of work-study benefit attendance sheets for Access to Recovery (ATR) and agency stipends
- Working closely with the Education Department to ensure curriculum reflects the needs of employers within high demand, target industries
- Maintaining a caseload of active clients and alumni
- Providing monthly internal and external reports on IIP participation and outcomes and managing data related to IIP programming
- Other tasks as assigned by Executive Director or designee.

Qualifications:

- Bachelor's degree or equivalent work experience
- One or more years of experience working as a facilitator or trainer
- Self-starter with a capacity to work independently and as a member of a dynamic team
- Strong communication and organization skills
- Proficiency with computers and email
- Ability to respond flexibly in a fast-paced, evolving environment
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders.

Location: Work will be performed primarily in person at our office.

Schedule: Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

Compensation & Benefits

The salary for this position is \$49,000 per year. Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to Victoria Patlajan, Director of Education at vpatlajan@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.