



**Job Title:** Employment Training Coordinator  
**Reports To:** Employment and Training Director  
**Status:** Full-Time, Non-Exempt

**Broad Scope and Function of Job:** Assumes responsibility for marketing, coordination, and facilitation of training programs within the Adult Employment & Training Department. Trainings focus on work readiness, certification and credentialing, and obtaining sustainable employment.

**Major Job Duties and Responsibilities:**

Is responsible for, but not limited to, the following

**Administration: 50%**

- Efficiently collects necessary program data in fulfillment of employment and training contracts and grants.
- Arrange method of payment with class participants (self-pay, agency reimbursement) and keep accurate billing and payment records.
- Manage classes as they are in session, including: maintaining the schedule, scheduling speakers, booking the rooms, reserving vans and transporting clients to and from training sites.
- Work closely with employment counselors and employment specialist to communicate information about the trainings and provide assistance for clients when needed. Contributes to overall team approach and works within the team concept to accomplish program goals.
- Provide supervision to volunteers or AmeriCorps members.

**Training Development, Facilitation & Coordination: 25%**

- Responsible for the effective planning and implementation of East Side's adult employment training programs.
- In partnership with their Supervisor, establishes an annual calendar of trainings that are aligned with current job market information, fulfill contractual requirements, and meet the needs of job seekers.
- Develop curriculum for use in the class & teach certain sections, including Forklift training, ServSafe classes, financial literacy, computer basics, and soft skills such as resume writing and interview skills.

**Marketing & Outreach: 25%**

- Actively market and recruit participants for all employment training programs. This may involve contacting other social service agencies, attending community meetings and creating fliers.
- Represent employment and training at local job fairs and develops partnerships with employers, involving them in classes as instructors and speakers, and encouraging them to hire class participants.

**Qualifications**

**Education**

- Bachelor's Degree Human Services or relevant field, or equivalent education and experience.

**Experience**

- Three years successful experience as an instructor, adult educator, or training facilitator.
- Experience and understanding of adult employment programs and practices.
- Reliable, Insured Automobile and Valid Minnesota Driver's License with safe driving record.
- Relevant knowledge, skills, and professional experience to design and implement high quality adult employment training.
- Ability to contribute to an inclusive professional environment for staff, clients, and volunteers.
- Demonstrated ability to effectively communicate in oral and written forms.

- Ability to work in a collaborative and coordinated effort.
- Ability to self-start, effectively problem-solve, follow through to completion in a timely manner.
- Willingness and flexibility to work variable hours.
- Ability to set limits on personal and professional boundaries.
- Ability to handle confidential information appropriately and legally.
- Proficient with computer technology and willingness to learn computer skills.

Compensation: \$32,000-\$36,000 annually DOQ

Application Deadline: Open Until Filled

Send Resume to: East Side Neighborhood Services, Attn: Human Resources, 1700 Second Street NE, Minneapolis, MN 55413; [humanresources@esns.org](mailto:humanresources@esns.org) ; [www.esns.org](http://www.esns.org).

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.