



For almost three decades, Father Bill's & MainSpring has been dedicated to ending, not just managing, homelessness. As the leading provider of emergency shelter, housing and supportive services in the South Shore area, Father Bill's & MainSpring helps people struggling with homelessness or at risk of homelessness to achieve self-sufficiency. Visit us at www.helpfbms.org for more information and also visit www.workexpress.org for more about the Work Express Program which this position supports.

Position Title: Work Express Coordinator

Position Summary: Father Bill's & MainSpring is seeking an experienced coordinator with workforce development experience to oversee the individual adult employment programs, specifically Work Express, and the corresponding staff as well as build partnerships with employers, businesses and other community stakeholders. Work Express engages with individuals experiencing homelessness and newly housed with on-the-job training. The program support FBMS' housekeeping and portfolio management needs, providing cleaning and apartment turnover services. This coordinator will need to be able to provide leadership and direction for the strategic plan with innovative practices, maintain partnerships with internal FBMS departments as well as external relationships. Work Express is funded in part by public grants and private contracts, mostly with FBMS for light industrial cleaning and property management.

Reporting: This full-time (40 hours per week) position reports to the Property Management Director

Work Site: The Work Express Coordinator's office is located in Brockton, MA. Daily travel throughout the South Shore of Massachusetts is necessary. Mileage reimbursement is provided.

Responsibilities: *(include but may not be limited to):*

- Oversee and manage the day-to-day operations of the Work Express program, including monthly, quarterly and annual grant reporting for the various funding sources.
- Recruit, hire, train and supervise a staff of employment professionals and participate in weekly team meetings with each group.
- Provide all workforce services with the overall triage/individual shelter and housing teams to ensure seamless service delivery for participants involved in the workforce programming.
- Work closely with the Property Management and Programs teams to ensure satisfactory services are provided and support to participants.
- Partner with the Operations and Facilities departments to coordinate and provide satisfactory cleaning services to FBMS sites.
- Meet with and assess participants to identify continuing education, skills training and employment needs.

- Assist participants in developing an individual employment plan and following the plan to completion. Help participants create resumes and cover letters.
- Network within the business community to establish partnerships with local employers, training providers and community partners.
- Develop and maintain relationships with large scale employers, creating ongoing job opportunities for program participants.
- Help set performance goals for the program and Property Management Department. Drive the attainment of program outcomes by supporting team, business development, networking and effective management of staff.
- Track outcomes through the agency data reporting system in order to measure department performance and to produce reports for internal and external stakeholders.
- Assure that required documentation is being captured by staff in the automated reporting system as well as in client files.
- Provide input for annual budgets and manage the finances for each grant including necessary billing processes.
- Prepare for and provide requested documentation at annual grant audits for each program.
- Initiate crisis intervention when necessary.
- Adhere to all policies found in the Father Bill's & MainSpring employee handbook.

Requirements:

- An understanding and empathy for those dealing with homelessness and related issues.
- Bachelor's degree.
- Minimum of five years of experience working with workforce/employment, educational and training programs, preferably in the nonprofit sector.
- Proven business development and/or sales experience.
- Experience working with educational and training programs.
- Ability to work independently and in a team environment. Must be able to take initiative, prioritize daily tasks and provide leadership to departmental, as well as, agency staff. Strong attention to detail required and comfortability with Microsoft programs, particularly Excel.
- Local travel throughout the South Shore area. Valid driver's license and clean driving record required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to verbally convey detailed information, important instructions, and ideas accurately and quickly. Must be able to hear average or normal conversations and receive ordinary information. Average visual acuity is necessary. Must be able to be on feet for long periods, stand, walk, climb stairs, and occasionally bend, reach and kneel. May need to lift and/or move materials.

Father Bill's & MainSpring is an equal opportunity employer.