



ANEW improves people's lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program for women in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW has expanded its mission to continue to serve women, but to additionally serve other underprivileged populations in this space.

JOB DESCRIPTION – ARC Coordinator

Working under the supervision of the Program Manager, the ARC Coordinator is responsible for coordination and overseeing of case management for the Apprenticeship Resource Center.

ESSENTIAL FUNCTIONS

Outreach

- Outreach to apprenticeship programs
- Present to apprenticeship classes

Assessment, Enrollment and Case Management:

- Enroll clients into the ARC Program
- Manage the client files and data system for accuracy at a level that will ensure the organization will pass multiple monitoring reviews / audits.
- Assist in the dissemination of support services to eligible clients.
- Responsible for maintaining accurate records of support services.
- Assist with placement for ARC clients
- Assess students for BFET enrollment and maintain BFET status as required by the program policies and procedures

Job Placement and Retention Services

- Develop and maintain employer and apprenticeship program contacts
- Enter job placement information in database
- Perform quarterly retention and address client barriers

Monitoring and Reports:

- Responsible for overseeing all aspects of the database including all participant demographic information, case notes, employment information, retention services, as well as, support service disbursements.
- Responsible for ensuring physical files and electronic files are consistent and accurate.
- Support the development of monthly and quarterly reports and invoices by providing data regarding enrollments, support services, placements, and retention services.

- Responsible for weekly matching of support services database with accounting system.
- Responsible for BFET case note accuracy (95%) BFET enrollment goals (85%), report due dates

MINIMUM QUALIFICATIONS

- Have one or more of the following:
 - Bachelor Degree
 - A minimum of 4 years work experience with a non-profit or social service agency focused on case management.
- Experience working with diverse populations.
- Excellent interpersonal communication skills, and ability to work with a team.
- Strong written and verbal communication skills.
- Superb customer service skills.
- Proven ability to be organized and detail orientated.
- Excellent people manager, open to direction and collaborative work style and commitment to get the job done
- High comfort level working in a diverse environment
- Basic Food Employment & Training knowledge and skills

REQUIREMENTS OF EMPLOYMENT

- Background screening through Washington State Patrol.
- Ability to work flexible schedule to include evening and or weekend.
- Ability to get to multiple work locations on a routine basis.
- Proof of citizenship or other authorization for employment.
- Continuation of employment is contingent upon successfully performing work described.
- Continuation of this position is dependent on achievement of performance goals and availability of funding.

Work Location: ANEW Administration office –Renton and Satellite locations as assigned

Work Schedule: Monday through Friday with occasional evenings and weekends as needed

Reports to: Director of Programs

SALARY & BENEFITS

This position is paid an hourly rate of \$25 – 32 per hour. This is a non-exempt position, Monday through Friday (40 hours) and occasional evening or weekend work. This position requires the ability to travel locally. This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

Employer paid benefits include: Medical, Dental, Vision and participation in a 401k plan (after one year of employment).

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits.

APPLICATION PROCEDURE

This is an open position. To receive first consideration, applicants should submit a cover letter outlining qualification for this position along with a detailed resume. Please email documents to: hr@anewaop.org