



The Gathering Place®
a refuge for rebuilding lives

EDUCATION & JOB READINESS PROGRAM MANAGER

www.tgpdenver.org

Guiding Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. TGP serves women, children and transgender individuals who are experiencing homelessness or poverty. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to: VP of Programs and Services

Department: Programs and Services

FLSA Exemption Status: Non-exempt, full-time

General Purpose:

The purpose of this position is to develop and implement evidenced-based, culturally responsive adult education and vocational programming to assist TGP members in skill development, job readiness, and connection to employment. This position is responsible for overseeing the day-to-day operations and implementation of the education and job readiness program to ensure quality outcomes of the overall program.

Essential Duties/ Responsibilities:

- Under the direction of the Director of Wellness and Recovery Programs, develops and aligns program vision and programming to TGP's mission, values and strategic plan
- Monitors and evaluates overall performance of the education and job readiness program ensuring that established goals and objectives are met
- Manages the program budget
- Stays up-to-date on best practices in the field
- Works directly with program participants to provide education and job readiness support
- Helps program participants identify barriers to education and job readiness and collaborates with other TGP programs to address those barriers
- Ensures completion of all documentation and data entry as required, in a timely manner
- Tracks barriers to education and employment and looks for solutions based on the diverse needs and strengths of the population we serve
- Makes high quality contacts and referrals for external programs that assist with education and job readiness
- Collaborates with partner agencies to provide education and employment services onsite which may include, but are not limited to, hiring events, high school equivalency classes, skill building activities, and tutoring
- Represents TGP on various committees and commissions that focus on education and employment

- Works as a member of the program manager's team to resolve issues across TGP programs, coordinate resources, and provide organizational leadership
- In conjunction with the volunteer program manager, supports and manages all volunteer activities for the education and job readiness program
- Demonstrates respect, cultural competence and knowledge of trauma informed care in interactions with TGP members, staff and collaborative partners
- Other duties as assigned by supervisor

Supervisory Duties:

- Must be able to supervise a wide variety of volunteers and interns, creating a meaningful experience in their time at TGP
- May include direct supervision of staff

Job Qualifications:

Knowledge, Skills and Ability:

- Background in Workforce Development, Job Readiness, or Adult Education programs
- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently
- Strong critical thinking and problem solving skills
- Knowledge of educational and job readiness program models and practices
- Excellent computer skills – including Microsoft Office, Excel, Word, familiarity with online job applications. Work with computerized educational programming a plus.

Education or Formal Training:

- Bachelor's Degree preferred (degree in Social Work, Human Services, or a related field.) Direct relevant experience may be substituted for degree on a case-by-case basis

Experience:

- At least 3 years' relevant work experience in program management (or increasing responsibility for program coordination)
- Experience working with vulnerable or marginalized populations, with an understanding of the barriers and challenges caused by homelessness and extreme poverty
- Lived experience with homelessness and/or experience with effectively coping with a behavioral health condition a plus

Physical Activities:

- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with member and community partners via telephone, email, and in person. Must be able to exchange accurate information in these situations.

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Compensation:

Salary range is \$26.14 - \$32.68 per hour, depending on skills and experience. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

To Apply:

E-mail resume and cover letter to: hr@tgpdenver.org

Human Resources at The Gathering Place, 1535 High St. Denver, CO 80218.

No phone calls please.

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.