



PARKER COUNTY CENTER OF HOPE

Job Description Careers NOW Coordinator

Reports to: Director of Career and Adult Learning

Job Summary:

The Careers NOW Coordinator manages the Careers NOW program, which prepares students for employment in a variety of skilled trade industries. While the program has historically focused on the construction industry, it is actively expanding to include other trades such as office management, food service, manufacturing, HVAC, electrical, and more. The coordinator plays a key role in supporting this growth and ensuring the program remains responsive to industry needs.

While you don't need to be an expert in the trades yourself, your key responsibility is to identify, recruit, and support qualified volunteer instructors who are. What's most important is a passion for helping individuals build meaningful careers and the ability to connect the right people with the right opportunities.

Essential Functions:

- Develop and implement recruitment strategies to engage potential candidates through social media, community outreach, and partner organizations.
- Assist in the creation of recruitment materials that clearly communicate the breadth and benefits of the program across multiple trade industries.
- Initiate contact with prospective students, conduct intake interviews, and assess their readiness and suitability based on work history, education, and skills.
- Collaborate with the Director of Career and Adult Learning to identify emerging trade sectors and assist in developing or adapting curriculum to meet those needs.
- Facilitate classroom instruction using Jobs for Life curriculum and trade-specific training materials.
- Recruit, train, and oversee volunteers who serve as instructors, mentors, or classroom support.
- Maintain accurate class registration, attendance, and performance records.
- Collect and report statistical data, including data entry into ETO, to track program activities and evaluate outcomes.
- Represent the CareersNOW program at events, job fairs, and speaking engagements.
- Attend community networking events to strengthen partnerships and increase awareness of the program and Center of Hope.
- Participate in departmental meetings, organizational activities, and ongoing professional development.

- Perform additional duties as assigned by the supervisor or CEO.

Qualifications:

- Active involvement in a Christian church, with a personal life that reflects strong Christian values and integrity.
- U.S. citizenship or permanent residency; legally authorized to work in the U.S.
- Associate degree or higher preferred.
- Strong leadership, organizational, and communication skills.
- Ability to motivate and guide individuals and teams toward meaningful employment goals.
- Proven ability to connect with individuals from diverse backgrounds and life experiences.
- Self-directed with the ability to work independently as well as collaboratively.
- Proficiency in Microsoft Word and Excel for administrative and reporting tasks.

Work Week Expectations:

- This is a part-time, non-exempt position averaging approximately 25 hours per week.
- Work is typically scheduled Monday through Thursday, with a mix of day and evening hours as needed.
- Time spent representing Center of Hope or conducting program business off-site will be included in regular working hours.

Physical Requirements:

- Ability to stand or walk for prolonged periods; also requires periods of desk work and computer use.
- Must be physically able to bend, stoop, and lift in support of program activities.
- Routine handling of boxes, bags, or donated items weighing 10–40 pounds, using proper safety techniques and equipment when necessary.
- Adequate vision and hearing to carry out all job responsibilities and interact effectively with participants, staff, volunteers, and community members
- Maintain class registration, attendance, and performance records.
- Generate statistical data and reports, including data entry in ETO, to monitor and evaluate program activities and outcomes.
- Deliver presentations at various events to promote the CareersNOW program.
- Participate in community networking events to enhance the visibility of CareersNOW and Center of Hope.
- Attend and contribute to departmental and Center of Hope meetings and professional development activities.
- Perform other duties as assigned by the supervisor or CEO.



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In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

CORE VALUES

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

Employee Signature

Date

Supervisor Signature

Date