



THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

POSITION: ASSISTANT PROGRAM COORDINATOR/JOB DEVELOPER

OPEN DATE: 1 DEC 2010

CLOSING DATE: OPEN UNTIL FILLED

FEDERAL CONTRACTOR: NO **TYPE OF BUSINESS:** NON-PROFIT

MAILING ADDRESS: P. O. BOX 5051, COLUMBUS, GEORGIA 31906

CONTACT PHONE #: 706-593-3393 **E-MAIL:** AHARRISON@GCVRET.ORG

JOB LOCATION: CUTHBERT, GEORGIA

PUBLIC TRANSPORTATION AVAILABLE: NO

TESTING REQUIREMENTS: Drug , Alcohol, Background, Credit

EDUCATION: B.A, B.S

TEMP – TO-PERM: **Work Hours:** 8

NUMBER OF OPENINGS AVAILABLE: 2

ROTATING SHIFT: Yes

GENERAL RESPONSIBILITIES:

Reports to the Director of Student Services. Meets regularly with individual students to promote and develop employment and on-the-job training opportunities.

DUTIES AND RESPONSIBILITIES:

Reports to the Director of Student Services. Meets regularly with individual students to promote and develop employment and on-the-job training opportunities.

The following duties are coordinated with the Director of Student Services, Program Coordinator and the Disabled Veteran Outreach Specialist (DVOP).

1. Assists employers in revising standards which exclude applicants from jobs.
2. Demonstrates to employers the effectiveness and profitability of employing chronically unemployed veterans by identifying jobs that they can perform.
3. Establishes relationships with employers regarding problems, complaints, and progress of recently placed veterans in order to recommend corrective action.
4. Promotes and develops on-the-job training opportunities with employers.
5. Identifies the need for and assists in the development of auxiliary services to facilitate bringing disadvantaged veterans into job-ready status.
6. Instructs veterans in resume writing, job search, and interviewing techniques.

QUALIFICATIONS:

Bachelor's degree in Education or related field. Knowledge about employment and training fields particular to homeless veterans. Ability to develop and maintain a positive and professional working relationship with other staff. **Veteran only.**