



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

**POSITION:** PROGRAM COORDINATOR (LEAD 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](mailto:AHARRISON@GCVRET.ORG)

**JOB LOCATION:** CUTHBERT, GEORGIA **PUBLIC TRANSPORTATION AVAILABLE:** NO

**TESTING REQUIREMENTS:** Drug , Alcohol, Background, Credit

**EDUCATION:** M.A., PhD

**TEMP – TO-PERM:** **Work Hours:** 8

**NUMBER OF OPENINGS AVAILABLE:** 1

### **DUTIES AND RESPONSIBILITIES:**

Reports to the Director of Student Services. Assesses student educational and employment capabilities to determine proper placement into technical, apprentice and remedial training; college degree programs; and career-oriented job path.

### **DUTIES:**

1. Provide supervision for Assistant Program Coordinator (Job Developer), Disabled Outreach Program Specialist (DVOP) and Computer Instructor.
2. Manage Department of Labor Common Measures reporting while submitting data to Technical Grant Representative.
3. Manage and update Homeless Veterans Reintegration Program (HVRP) budget including program educational expenditures, supplies, equipment and projected costs; draft check requests.
4. Oversee agency job development activities and assist veterans in overcoming employment barriers.
5. Assist in the retrieval and modification of SACVET grant initiatives.
6. Coordinate with federal and state vocational rehabilitation programs.
7. Additional duties as assigned.

### **QUALIFICATIONS:**

Master's degree in Administration, Education, Mathematics or related fields. Knowledge about human resources administration, training and employment programs particular to homeless veterans. Ability to develop and maintain a positive and professional relationship with training providers and prospective employers. **Veteran only.**