

SCSEP Coordinator Job Description

Summary:

The SCSEP coordinator performs administrative duties involving job development and placement of older adults under Title V in part-time work and training to prepare them for unsubsidized employment under direct supervision of the SCSEP Program Manager.

Essential Responsibilities:

- Assist with general administrative functions, e.g. scheduling appointments, sending correspondence via mail or email, electronic/paper filing, etc.
- Enter and update information into the agency's database in a timely manner; track due dates and plan actions accordingly.
- Assist with the processing of job seeker payroll.
- Conduct program orientation and Safety Consultation with host agency supervisors.
- Assist with recruiting, interviewing and enrolling new job seekers and host agencies.
- Assist with assessing program eligibility and ensure that all required paperwork and reporting is completed.
- Provide coaching, conduct program orientation, disseminate information and job readiness related topics.
- Conduct regular follow-up of training progress for job readiness.
- Assist with recruiting training sites, orient training site supervisors, and provide technical assistance when needed.
- Other duties as assigned.

Preferred Skills, Knowledge, Abilities, and Physical/Other Requirements:

- Ability to establish and maintain effective working relationships.
- Understand how computer applications and software can help complete tasks efficiently.
- Communicate through various methods including phone, email, and face-to-face.
- Can adapt to changes and learn new skills.
- Has effective writing and communication skills.
- Works well under pressure.
- Understands Word, Excel, and other relevant software to create documents and spreadsheets.

- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Understands basic customer service principles
- Portrays professional tone
- Must possess reliable transportation and a valid North Carolina driver's license.
- Employment is contingent upon successfully passing a background check and drug screening.

Educational/Experience Requirements:

- High School Diploma and 2 years of experience working with a program that operates by understanding, interpreting and applying all relevant federal, state and local laws, policies and procedures

Mid-Carolina Regional Council Benefits:

- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday 8:00 am to 5:00 pm

Salary: \$31K – 35K

Interested applicants should email their résumé to **Helen M. Mort** at hmort@mccog.org and reference the posted position in the subject line.