



## **Integrated Education & Training (IET) Project Coordinator**

### **Full-time position available with benefits**

**Vermont Adult Learning Job Title:** Project Coordinator

**Employment Classification:** Full Time

**Reports To:** Regional Director

**Primary Work Site:** St. Albans Learning Center

**Overview:** Vermont Adult Learning (VAL) is a private nonprofit and a member of Vermont's Adult Education and Literacy System. Working closely with other nonprofits, state agencies, and schools, we serve seven of Vermont's 14 counties, providing both academic and workforce development programs. Our academic programs include instruction in basic academic, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our workforce development programs give participants the skills and knowledge they need to get started on a career or advance in their current job. Our programs are free to students, age 16 and older who lack a high school diploma or the equivalent skills.

**Purpose of the Job:** The Project Coordinator will develop and oversee **Energy Works**, an Integrated Education and Training (IET) program that will provide training for Vermonters to work in the high-demand, well-paying industries of weatherization, solar installation, and heat pump installation. As an IET program, Energy Works will be a collaborative effort involving many community partners to provide a combination of technical, soft skills, and academic training. The Project Coordinator will be responsible for recruiting community partners and coordinating their efforts to create a series of training sessions for weatherization, solar installation and heat pump installation.

#### **Essential Functions & Responsibilities:**

- Initiates collaborative efforts with local businesses and energy efficiency agencies to determine the current demand for various occupations and works to develop innovative workforce development initiatives
- Develops and coordinates positive working relationships with community partners to connect participants with a wide variety of learning experiences and wrap around services
- Coordinates training sessions for weatherization, solar installation and heat pump installation based on local and regional employer needs
- Collaborates with VAL teachers and other community partners to guide instruction in the following areas: job-readiness skills, personal finance, career-related topics and other adult education offerings as needed
- Develops outreach and marketing materials for community partners to assist with referrals
- Leads recruitment efforts and enrollment procedures for participants
- Plans, organizes and administers policies and procedures to ensure administrative and operational goals, objectives and performance measures are met

- Networks with local businesses and industry associations to develop internships and other employment opportunities for program participants
- Evaluates the delivery of all training sessions through direct observation
- Ensures Agency of Education IET components are implemented into each training session and executed, with assistance from Regional Director
- Oversees fiscal processes for assigned program areas including developing spending plans for each area
- Manages a variety of crisis situations to ensure prompt resolution and maintain expected levels of customer service

**Required Qualifications, Knowledge & Skills:**

- Bachelor's Degree
- Strong Interpersonal, oral and written English communication skills
- Competency in computer skills
- Creative thinker who is knowledgeable of and able to coordinate available community resources
- Ability to work well independently and as part of a team
- Strong organizational skills to complete administrative tasks
- Commitment to racial equity, as well as other forms of education equity around class, ability, language, gender, and sexuality.
- Excited to work with diverse students, including students of color, English Language Learners, and LGBTQIA+ students

The Project Coordinator will lead expansion of the Energy Works program in Franklin and Grand Isle Counties and likely Chittenden and Addison Counties in time. Preference will be given to candidates with the skills and experience to advance and grow with this program. Such experience includes:

- Energy efficiency and construction work knowledge
- Managing large projects or multiple projects at one time
- Writing, developing, reviewing and recommending operational and administrative policies/procedures
- Managing staff
- Managing budgets

**Working Conditions & Environment:**

May require working some weekend and evening hours. Travel will be required utilizing personal transportation. Requires reliable transportation with a valid driver's license.

**Criminal Background Check and Mandated Reporting:** Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based upon the results of these checks.

**All Vermont Adult Learning staff are required to be familiar with Vermont's Mandated Reporter law.**

**Pay Status:** Exempt / Salaried position

**Benefits:** In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits – premiums based upon employee’s work schedule:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA).
- Dental Insurance
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee.
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months.
- Generous paid time off includes:
  - Combined Time Off (vacation and sick time) which increases with years of service
  - 11 paid holidays each year
  - 2 additional weeks paid time off (one week winter, one week summer) when the organization closes statewide.

**Position is open until filled**

TO APPLY: Please send a cover letter, resume and three professional references (preferably supervisor or manager level) to: [rcampbell@vtadultlearning.org](mailto:rcampbell@vtadultlearning.org)

Vermont Adult Learning is an Equal Opportunity Employer