

## Program Coordinator, YW Works

### Join us at our administrative center located in the historic Cathedral Hill neighborhood!

Come join our team at YWCA St. Paul and be a part of an organization that's making a difference in our community. YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

We are hiring a full-time Program Coordinator in our YW Works program who will work under our contract with Ramsey County providing culturally specific programming to the African American population. The Program Coordinator spends half of their work effort as an employment counselor assisting participants in the Minnesota Family Investment Program (MFIP) to attain self-sufficiency through employment, and spends the other half of their assignment focused on supporting the delivery of programmatic services through the lens of a culturally specific, two-generational approach.

Case management efforts include the development and monitoring of employment plans; connecting participants to support services and other community resources; and problem solving and crisis resolution. Additionally, the Program Coordinator focuses on culturally specific and two-generational programming through:

- Designing, coordinating and convening workshops and groups and engaging team members in co-facilitation around culturally specific themes relative to the African American population.
- Helping lead the commitment of delivering workforce development services through a "Two Generational" lens – which values the knowledge and wisdom of families and communities and infuses these elements into all programs and policies - in order to serve families in holistic ways which will enable them to thrive.

### Qualifications:

- Bachelor's Degree in social work, counseling or related field; or equivalent work experience – plus a minimum of two years' experience in counseling, social work or job coaching.
- Strong problem solving skills.
- Demonstrated skill in convening and facilitation.
- Able to lead group based, experiential learning around life skills and soft skills.
- Exceptional interpersonal communication skills and the ability to manage conflict constructively.
- Skilled in managing time and meeting deadlines.
- Demonstrated ability to work with diverse populations.
- Basic ability in Microsoft Word, Excel, Outlook.
- Ability to maintain confidentiality.
- Access to reliable transportation for day travel.

### Preferred:

- Experience with MFIP reporting systems.

The hiring range, dependent on experience and qualifications is \$17.50 - \$21.50. YWCA St. Paul offers a competitive benefits package including medical, dental and life insurance; retirement plan; paid vacation and sick leave; and nine paid holidays. If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, please complete the Employment Application on our website:

<https://www.ywcastpaul.org/jobs>

And forward application, resume, cover letter to:

**Email:** [hr@ywcaofstpaul.org](mailto:hr@ywcaofstpaul.org)

**Fax:** 651-305-1602

**Mail:** YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

***YWCA St. Paul is an Equal Opportunity Employer***