



JOB POSTING

12.2025

JOB TITLE: Career Coordinator
REPORTS TO: Director of Workforce Development
STATUS: Part-Time, Non-exempt, 22.50 hours per week M, W, F 8:30am-4:30pm
PAY RATE: \$20-22/hour, DOE

PRIMARY FUNCTIONS:

- Develop and maintain an online training schedule and other calendar events for the Career Services team.
- Contact clients via phone, email, and text line to remind and confirm class attendance, track progress through the program, and ensure successful transitions into employment.
- Maintain accurate and timely documentation using VOC's case management system (Apricot) to record case notes, track scheduled training classes and attendance, monitor client progress, and inform program reporting.
- Work with vendors, educators, volunteers, and staff to develop and implement training classes on site, off site and online.
- Responsible for accounting records and payments to trainers and miscellaneous purchases.
- Support clients in the VCTC with basic computer functions, online job searches and applications, printing, and basic troubleshooting.
- Maintain confidentiality while working with sensitive client information.
- Assist in maintaining the physical security and network stability of the VCTC.
- Conduct outreach and assist in hosting evening professional development events as needed.
- Support the mission of VOC, and collaboration both inside and outside of the organization.
- Other duties as assigned by the Director of Workforce Development

PREFERRED QUALIFICATIONS:

- Background in a human services field or demonstrated history of working directly with individuals for professional development in a teaching/training capacity.
- Proficiency with Windows 11 Pro Operating System and thorough knowledge of Microsoft Office applications (Outlook, Excel, Word, Power Point).
- Reliable, dependable, and capable of maintaining confidentiality.
- Excellent interpersonal/communications skills.
- Dedicated self-starter; strong organizational, analytical and problem-solving skills.
- Possess a valid New York State driver's license and have reliable transportation.
- Military (or military spouse) experience strongly preferred.
- Strong ethical character with ability to abide by VOC values of Respect, Integrity, Service and Excellence.

***Veterans Outreach Center, Inc. is an equal opportunity employer.
Veterans of the U.S. Armed Forces are encouraged to apply.***