Instructional Coordinator (One WorkForce Program), Milwaukee WI.

JOB CODE: TH005

Schedule: Full Time

Work Status: Regular

Salary: Competitive salary, based on experience

Location: 2701 Chase Avenue, Milwaukee, WI  53207

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

CLICK HERE TO APPLY FOR THIS JOB.

Benefits
To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation
Diversity & Equal Opportunity
UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you have a love of Technology, enjoy training, and have a passion for helping others succeed? This role lets you combine it all!

As the One WorkForce-TechStars Instructional Coordinator, you will be responsible for researching and integrating existing training and work with One WorkForce coaching staff to ensure participant training and employment goals are aligned with program objectives. You will act as the liaison between program educational components, participants and training agencies and institutions. In addition, you will perform routine quality assurance reviews of training activity and performance.

Primary Responsibilities:

1. Maintains current knowledge of educational requirements and workforce needs in rapid-growth sectors like technology, healthcare, and advanced manufacturing.
2. Reviews training curriculum to ensure up to date with employer job criteria and needs.
3. Is responsible for supervision of coaches, and the review and reporting of participant training performance data in to ensure program outcomes are being met.
5. Performs routine quality assurance monitoring.
6. Works with staff and employers to ensure program curriculum aligns with current technical labor market.
7. Coordinate instructional content with educational partner and contracted facilitators.
8. Acts as a liaison between training partners and other program personnel to coordinate the leveraging of available resources and employment information.
10. Assist with Identifying opportunities with local employers.
11. Assist with establishing relationships for alliances with the agencies, educational and Workforce Development partners to integrate training pathways that meet workforce development objectives.
Qualifications:

1. BA, BS degree in Education, Human Services, Computer Science or related fields.
2. Five years of work experience in one or a combination of the following: Education, Workforce Development and technology-related training.
3. Demonstrated ability to monitor/document participant progress, communicate progress to program staff, develop community support and linkages, and demonstrated general knowledge of workforce development program policies.
4. Professional ability to aid participants in making and carrying out vocational/educational objectives and maintain and utilize participants’ confidential information to assist them in the referral and placement process.
5. Strong program management and organizational skills, and ability to work efficiently and effectively.
6. Knowledge of workforce needs in rapid-growth sectors such as technology, healthcare, and advanced manufacturing.
7. Ability to conduct individual and group sessions, instructional support in technology, job readiness, vocational counseling and basic budgeting and personal finance.
8. Must possess awareness, knowledge and sensitivity to socioeconomic and culturally diverse backgrounds of the target populations served.
9. Ability to work in a demanding, fast-paced environment and respond to customer needs with respect and diplomacy.
10. Demonstrate a working knowledge of and experience with computer systems including desktop office applications (MS Office Suite). Knowledge of Office Suite, Medical Coding, Computer Numerical Coding (CNC) or language/code such as HTML5, CSS3, and Javascript, a plus, but not required.
11. Must have a car; possess a valid Wisconsin driver’s license and adequate auto liability insurance and be able to travel and work irregular hours.

CLICK HERE TO APPLY FOR THIS JOB.

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.