

Position Title: Program Coordinator
(Full time, non-exempt)

Department: OAI Chicago Southland

Location: 208 Forest Blvd. Park Forest, IL

Flexible Hybrid: work from home/Park Forest Office/in community

Reports to: Program Manager, OAI Chicago Southland

Oversees: n/a

Salary: \$45-50K per year

Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring fun-lovers ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

Who Are You?

You're a mentor, motivator, and collaborator. You enjoy helping others find their true potential through self-discovery and goal setting. You are committed to community growth and being part of that change. If this is you, we need you to join our team!

The Program Coordinator is responsible for the coordination and delivery of OAI Chicago Southland's workforce development programs.

Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement
- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without

regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

How To Apply?

To apply, submit cover letter describing your interest and experience along with your resume to oaihr@oaiinc.org

Key areas of responsibility:

- Coordinate each component of training program including outreach and recruitment, training, support services, placement and follow-up.
- Oversee daily operations of program.
- Support communications with partners, clients, and funders
- Prepare and deliver reports of project results as required per program parameters.
- Assist in grant application research and writing, report completion and database updates as needed.
- Ensure that grant-funded training is delivered in accordance with grant requirements.
- Maintain records on attendance, skill attainment and instructional activities.
- Other duties as assigned.

Required Qualifications:

- High School Diploma or G.E.D. Certificate required. Four-year college degree in a human services or related field preferred. Equivalent work experience will be considered.
- Excellent oral and written communication skills.
- Demonstrated ability to work successfully with clients and agencies.
- Direct work experience or demonstrated awareness of skills required to work in varied industries and work environments.
- Demonstrated ability to complete projects and assignments accurately and within deadlines.
- Detail oriented, excellent organizational skills
- Proficiency in MS Office including Word, Excel, and PowerPoint. Experience with Salesforce data management system or similar client-based platform
- Team player who can also work well independently
- Bilingual (Spanish/English) is a plus
- Ability to travel throughout Chicagoland and have automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required.
- Ability to work in a hybrid office setting with most days in the office and some days remote, as required.