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Workforce Development Education Coordinator

Position Overview

Collaborate with Workforce Development Program Manager to plan and implement education component of the Workforce Development Program for 10-15 participants ranging in age from 18-26. Manage participant's individual education plans, individual success plans, and other soft skills training throughout 10-month long cohorts.

Reports to

Workforce Development Program Manager- Matthew Kull

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Education Coordinator.

Compensation & Benefits

Compensation: \$19.23 to \$21.63 per hour depending on experience (annual equivalent of \$40,000-\$45,000)

Position Type: Full-time, hourly, nonexempt, not to exceed 40 hours per week

Benefits:

- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC
- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 10 Annual Paid Holidays

Essential Duties & Responsibilities

- Develop a classroom calendar covering all necessary soft skills training for each 10-month cohort.
- Work collaboratively with Workforce Development Program Manager, Workforce Development Construction Trainer, and Construction Project Manager in maximizing both soft-skills and construction training calendar.
- Aid in establishing and maintaining a program culture that remains focused on the education and development of program participants.

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- Develop and coordinate each Participant's Individual Success Plan.
- Develop and coordinate each Participant's Individual Education Plan.
- Determine the educational and success needs for each Participant and help them meet those needs.
- Tutor Participants in necessary areas to aid in meeting success plan and education plan goals.
- Assist in grant oversight, ensuring all necessary applicant, interview, and program participant information is accounted for and remains up-to-date in both physical files and electronic tracking system.
- Create regular check-in structure allowing consistent tracking of all program participants' development, ensuring successful completion of established goals with-in each 10-month cohort.
- Remain up-to-date on current workforce program trends, new education opportunities that may pertain to participant development, as well as personal/individual development.
- In addition to soft skills, assist in developing program participants professional, interpersonal, and emotional proficiencies, which will aid in personal and professional successes after program completion.

Qualifications, Knowledge, Skills

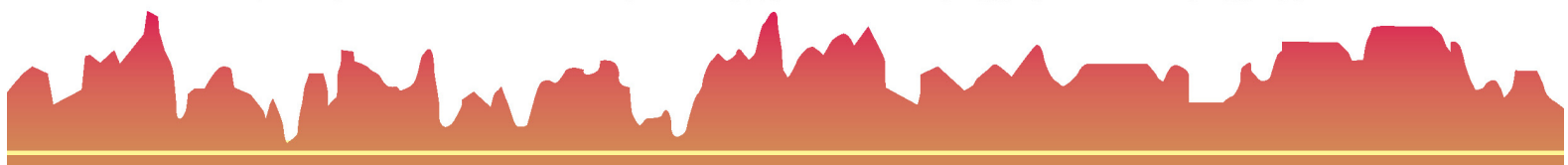
- Skilled in forming relationships and training young adults.
- 2+ years education experience, preferably working with high school students or young adults.
- Bachelors degree in education or related field preferred.
- Adept with technology, skilled in navigating and/or learning a variety of computer software/programs.
- Familiarity with local community, Lakota language, and culture.
- Able to excel in fast-paced, collaborative work environment with a variety of personalities and competing deadlines/priorities, always ensuring participant development remains the priority.
- Adept in working, teaching, and communicating through a variety of techniques, allowing increased engagement/development for a variety of learning styles.

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA

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for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Education Coordinator may be required to work at a computer for extended periods of time and lift up to 15lbs.

Mission Driven

Education Coordinator has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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