



**Transitional Jobs Grant Contract Position**  
**POSITION TITLE: PROGRAM ADMINISTRATOR**

This position is a key role in the administration of the HopeWorks Transitional Jobs (TJ) program. Overall objective is to empower student participants to acquire training and skills to maintain successful employment and reduce recidivism while supporting the mission and vision of HopeWorks.

**Responsibilities/Duties**

- Oversee and manage all aspects of the Transitional Jobs Grant Program as set forth in the grant.
- Oversee the Workforce Development of organizational partnerships with employers for transitional jobs positions and or unsubsidized job placement
- Oversee the Case Manager Development of organizational partnerships with nonprofit organizations who provide support services for participants
- Develop organizational partnerships with organizations providing credentialing for participants
- Monitor the quality of services offered to participants and coordinate the efforts of the “TEAM”
- Recruit applicants for the Transitional Jobs Grant program
- Conduct intake interviews and assessments for potential applicants for the TJ program and ensure the participants are qualified through Workforce Development Network (WIN).
- Create an Individual Employment Plan and career goals for each participant in the TJ program
- Provide the Classroom Instructor with a class roll of up to 12 students per month
- Upon a participant’s successful completion of their transitional job assignment, the Program Administrator will work with the Instructor/Case Manager, Workforce Developer and Paraprofessional to assist the participant in finding permanent (unsubsidized) employment.
- Work closely with HopeWorks financial personnel to establish proper accounts payable protocols for participant payroll, assistance and incentives.
- Responsible for ensuring that all data collection and reporting on participants, mentors, employers, incentives, and outcomes are completed in compliance with grant requirements
- Other duties as assigned

**Minimum Qualifications**

- Bachelor’s Degree in Business/Public Administration, Communications, Criminology, or any related field
- 3-5 years experience working in social services with a nonprofit
- Excellent verbal, written and interpersonal communication skills
- Marketing and recruiting skills
- Ability to work effectively with people of diverse educational and cultural backgrounds as well as those who have a criminal background
- Ability to work effectively with people who have multiple barriers to employment
- Must be detail oriented and have the proven ability to maintain all requirements of data collection, entry in a database, and show proven outcome measurements
- Ability to travel within the Memphis/Shelby County community

*Preferred but not required:*

- Knowledge of employer pool and community resource partners in Memphis and Shelby County.