



EMPOWERED PATH PROJECT
Project Coordinator
Job Announcement

SUMMARY: VOTE (Voice Of The Ex-offender) seeks a **Project Coordinator** to plan, resource and implement a full program of support for individuals coming out of the criminal justice system into apprenticeship programs as an alternative to incarceration called the Empowered Path Project. The Project Coordinator is a part time position. Duties include project planning, coordination and evaluation and **case management** of individual participants.

KEY RESPONSIBILITIES:

- Create a plan for Intake, Assessment and Orientation process of clients
- Plan and maintain a current written plan of work
- Interface w/ cj system stake holders for coordination
- Build a strong contingency of support networks
- Address critical needs and emerging issues, based on client's assessments
- Implement the plan of work as written in contract
- Systematically plan, conduct and evaluate Projects and progress of client
- Coordinate supplemental educational opportunities, including in house classes taught by members and allies.
- Submit required reports for Project grant
- Evaluate and report impact or change
- Systematically evaluate Project's impacts and reports of major progress and challenges
- Keep accurate records and submit required reports in a timely manner

Qualifications:

- Bachelors(req) of Social Work or higher, Registered Social Worker preferred.
- Excellent written and verbal communications skills.
- 3 or more years experience in social work, non-profit social justice work or related field.
- Strong desire and ability to work with Formerly Incarcerated Persons (FIPs)
- Strong work ethic
- Ability to utilize time efficiently and effectively

Please submit cover letter and resume via email response to rosana@vote-nola.org or via post to VOTE, 3301 Chartres Street, New Orleans, LA 70117. No phone calls or in-person inquiries, please.