



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 10/20/2015

Coordinator

JobID: 3096

Position Type:

Administration/Coordinator

Closing Date:

10/30/2015

Date Posted:

10/20/2015

Location:

KRESA/Y.O.U. Kalamazoo

Division:

Youth Opportunities Unlimited (Y.O.U.)

Position Type:

Full-time, 12-Month

Responsibilities:

Assist Director and Administrator with management and development of programs operated by the Youth Opportunities Unlimited division of Kalamazoo RESA. Assist in overseeing the daily operations of programs and staff. Through monitoring and supervision, ensure that all program activity is provided in compliance with federal, state, local policies and regulations. Assist in fund development, including grant writing and research. Facilitate communication with partner agencies, customers, and the community. Must represent KRESA/Y.O.U. at a variety of meetings. Other duties as assigned.

Qualifications:

Bachelor's degree. Knowledge of community resources and agencies. Excellent interpersonal skills. Must be accurate and detailed oriented. Must have excellent customer service skills; experience with the Michigan Works! system; be a self-starter who can work independently. Critical thinking and problem solving skills are essential. Must have outstanding written and verbal communication skills, exceptional follow through and be flexible to change. Must have reliable transportation and valid Michigan driver's license, as travel will be required through a four county region in southwest Michigan. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Preference given to individuals with knowledge of Workforce Development Programs operated through Michigan Works!. Proven management, leadership, and customer service skills. Preference given to individual experienced working with staff and customers with a connection to community. Supervisory experience, budget oversight, and proven track record

in the development and implementation of programs desired. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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