



Director, Edmundite Missions Workforce Development Center

And

Coordinator, Hilton Culinary Arts Entrepreneurship Institute

Introduction

Edmundite Missions has served the poorest of the poor since 1937 and continues to address the challenge of systemic poverty prevalent in Selma and in the Black Belt region of Alabama. We believe that each person is made in the image of God, imparting dignity to every person we serve. Our programs the most urgent needs of the community while also promoting the empowerment of people by achieving poverty eradication through educational and employment opportunities. We continually innovate to ensure both the short and long-term success of our fight against poverty.

We are looking for an individual with the passion and enthusiasm to join an exceptional team of compassionate and dedicated individuals who seek the greater good for all those we serve here in the Deep South. This is a full-time position. Compensation will be commensurate with experience. We offer excellent benefits including medical and dental insurance plan, vision plan, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, 401k plan with a generous 5% employer contribution, paid holidays, and paid time off (PTO) days.

Summary Job Description

The Director of the Edmundite Missions Center for Workforce Development will create and manage family and institutional outreach to develop a jobs-based education and preparation program initiative at Edmundite Missions. The Director will work closely with the Director of Catholic Social Ministries to ensure that students and trainees associated with Missions outreach have the wrap around social services and support needed to ensure educational and training success. He/She will also lead the launch of the Hilton Culinary Arts Entrepreneurship Program. This is a full-time position reporting to the Vice President for Program Integration of Edmundite Missions and is a member of the Program Managers team.

Responsibilities

Program Development for the Center for Workforce Development

- Develop, maintain, and continually update a three-year plan, aligned with funder and Missions priorities, for the creation and growth of a vocational education program at Edmundite Missions that centers on student/family recruitment, educational partnerships, education/training completion, and job success
- Manage the content of the high school interns program, in collaboration with the Director of the Bullock Community and Recreation Center and other Missions program managers
- Create and lead implementation of all program dimensions and activities
- Write and continually update all program descriptions for internal and external use
- Manage the Advisory Group of local business and education leaders; regularly convene said Group and use input as a mechanism for program growth and quality improvement

- Recruit and manage experts to provide on-site job enhancement services at the Missions, including interviewing techniques, resume development, employment searching, etc.
- With the Director of Catholic Social Ministries, develop a system for wrap around support of students/trainees who are part of Missions programming

Hilton Culinary Arts Entrepreneurship Institute

- Serve as Coordinator of the Institute, helping to define its content and process for launch in the spring of 2023
- Operations
 - Develop a three-year start-up plan
 - Work with external experts to ensure that the business learning content is appropriate and effectively targeted at new micro-business start ups
 - Recruit enrollees
 - Recruit expert instructors as needed
- Develop and oversee a start-up micro-business grant process
 - Develop criteria
 - Develop application
 - Recruit application review board
 - Develop and oversee all grantmaking processes

Edmundite Missions Enterprises

- Marketing
 - Develop marketing strategy for culinary services and current products
 - Identify new markets for EME and assist with market entry
 - Ensure quality of all marketing materials
- Growth (with EME COO)
 - Identify an aggressive growth strategy
 - Build out a business plan for that strategy, including a financial plan
 - Work with VP Philanthropy to develop start up financing options for that plan

Network Establishment and Management

- Develop and maintain a network of individuals and organizations who might be sources for young adult prospects for job training or non-college education programs
- Develop and maintain a network of education/training organizations as education/training sites
- Ensure that Missions-recruited students and trainees have the support needed to successfully enroll in programs
- Continually assess the effectiveness of the network, increasing or reducing the number of network partners as needed to reflect changes in skill or job priorities in the employment marketplace, using guidance from the Advisory Group as appropriate

Performance Measurement

- Working closely with the Chief Operations Officer to develop a set of outputs and outcomes indicators as well as a dedicated set of quality measures



- Develop data collection and recording systems, consistent with the Missions Apricot performance system

Perform other duties as assigned

Qualifications

The successful candidate will display the following *characteristics*:

- An unquestionable personal code of ethics, integrity and trust
- An understanding of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances
- Comfortable with change and change management
- Strong verbal communications skills
- High energy and creativity
- An entrepreneurial spirit that thrives on challenge and organizational growth

The successful candidate will meet the following *requirements*:

- Resident in Selma, Alabama or nearby community
- BA/BS in education or related field
- Experience in vocational education, employment training programs, or high school vocational education or dual enrollment programs
- Experience in a nonprofit setting, preferably in a faith-based organization
- Experience creating and/or growing employment training programs that both build on organizational capacity and nurture organizational partnerships
- Willing to submit to background checks

Salary is commensurate with qualifications.

Submit resume via email to hr@edmunditemissions.org