

BETTER WORK COLUMBUS PROGRAM SPECIALIST

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia and beyond. Our vision is to make vibrant communities where everyone can achieve their potential.

Our mission is to ensure that every person – no matter their race, past mistakes, or the circumstances of their birth – has access to a quality education, fulfilling work, and a healthy family life. To achieve our mission, we research ways to help remove barriers to opportunity in each of these pathways, promote our solutions to policymakers and the public, and help effective and innovative social enterprises deliver results in their communities. Our ultimate goal is to see every Georgian who is willing to seize the opportunities presented to them living a life that can be characterized as truly flourishing.

GCO is poised for growth. With offices in Peachtree Corners of metro Atlanta and Columbus, Georgia. GCO is a fast-paced, entrepreneurial, and highly collaborative environment. We have an opening for a Program Specialist who is a self-starter, an independent worker, and a team player in a fast-growing organization.

BETTER WORK Columbus is a program of the Georgia Center for Opportunity. BETTER WORK Columbus partners with community based organizations and businesses to identify resource gaps and workforce solutions as well as to educate and impact the community narrative. Our goal is that each worker who goes through our program walks away with the skills, training, and ongoing support to help them thrive in a job long term.

The Program Specialist is responsible for day-to-day support and facilitation of the Better Work Columbus effort and will assist with operational activities for Better Work supported Jobs for Life training sites. The Program Specialist will assess the needs of job seekers and work with non-profits, mentors, and employers to connect those clients with resources, mentoring help, and work opportunities. This position is part of GCO's Better Work team and will report directly to the Better Work Columbus Program Manager.

RESPONSIBILITIES

- Client tracking, follow-up, and communication
- Mentor tracking, follow-up, and communication
- Program data tracking and reporting
- Maintain security of confidential client information
- Assist with marketing the Better Work initiative
- Assist with maintaining updated list of community partners
- Assist with planning and participation in community and virtual events
- Assist with maintaining calendars and setting appointments
- Assist with the coordination and facilitation of training events
- Assist with data collection and training audits to ensure quality standards are met
- Assist with maintaining a database of business partners
- Maintain meeting minutes during assigned team meetings and report those out to attendees to ensure follow up on next steps

Assist with budget tracking
Other work as assigned

QUALIFICATIONS

- High School Diploma or GED; 4-year degree preferred;
- A minimum of 2 years of experience in project management, administration or equivalent;
- Excellent organizational and time-management skills;
- Demonstrated active listening skills;
- Excellent interpersonal and communication skills (written and oral);
- Demonstrated ability to work in collaborative environments;
- Ability to receive constructive critical feedback;
- Proficiency in use of Microsoft Office Word, Excel, and PowerPoint;
- Comfortable with Google Drive;
- Proven ability to take initiative, anticipate needs, and work within a defined organizational structure;
- Experience working remotely (preferred);
- Flexibility and the ability to work autonomously as well as take direction as needed.
- Bilingual in Spanish preferred

COMPENSATION

GCO offers a competitive salary, commensurate with experience, and provides excellent benefits: health insurance, dental insurance, vision insurance, a 401k plan, life insurance, and accrued vacation and sick leave. This position also offers the right candidate significant opportunities for professional development and growth.

APPLICATION PROCESS

Interested candidates are asked to provide the following to careers@georgiaopportunity.org:

1. Brief cover letter including brief biography and description of how you would be successful in this position
2. Resume and salary requirements
3. Two professional references
4. Recent writing sample (e.g., appeal letter, published article, blog post)