



Jewell McFarland-Lewis Women's Resource Center Fresh Start Women's Foundation

Title: Personal Development Program Coordinator

Reports to: Program Manager

Schedule: Flexible

FLSA Status: Full-Time/ Salaried

Organization and Mission:

Since 1992, Fresh Start Women's Foundation has been on a mission to provide education, resources and support for women to positively transform their lives and strengthen our community. We envision a community where every woman reaches her full potential through achieving personal empowerment and financial self-sufficiency.

As a 501(c)(3) nonprofit organization, Fresh Start helps women 18 and up focus on key areas of their lives, with a wide range of services, classes and workshops designed to teach self-confidence, life skills and career development.

JOB SUMMARY:

The purpose of the Personal Development Coordinator at Fresh Start Women's Foundation is to support positive growth in women's self-esteem and confidence. This includes (but is not limited to) teaching effective communication, personal boundaries, networking skills, goal setting, time management and professional appearance. The Personal Development Coordinator will create, facilitate and/or recruit volunteers to provide workshops and services that educate and encourage women to achieve the program's purpose. The Personal Development Coordinator will also be responsible for oversight, quality management, registration numbers, and support of facilitators in the monthly Jump Start program.

POSITION RESPONSIBILITIES:

- Create, facilitate and/or audit all Personal Development workshops and classes to ensure a high-level of service, relevance, materials and information is maintained.
- Manage and oversee Personal Development volunteers to ensure all workshops and services are scheduled appropriately and materials needed to deliver high quality workshops and services are provided.
- Recruit participants for and oversee delivery of Jump Start each month.
- Evaluate Jump Start course offerings, delivery of materials, and topic matter to ensure ongoing improvement, relevancy, and value to the attendees.
- Input and maintain data for all aspects of Jump Start according to the designated timeline with an accuracy rate of 1% or less in errors.
- Support Jump Start by ongoing communication with facilitators and attendees, providing a support function throughout the class, attending Jump Start to monitor the client's needs, meeting the needs of the facilitators, and encouraging the client's with next steps and access to ongoing Fresh Start resources.
- Conduct follow up phone calls and emails to clients to provide ongoing support and gain outcome information.
- Advertise Personal Development workshops and services and Jump Start program via various Fresh Start mediums such as the catalog, flyers, calendars, Power Point slides, etc.



**Jewell McFarland-Lewis Women's Resource Center
Fresh Start Women's Foundation
Events Internship Description**

- Work closely with Volunteer and Outreach Coordinator to identify personal development and Jump Start volunteer opportunities as needed to maintain services and schedule.
- Provide quality customer service at all times.
- Work closely with the Programs team to support other programs or events as needed.
- Other duties as assigned.

JOB REQUIREMENTS:

- Have a high degree of knowledge related to personal development topics and skills, and how these topics can be implemented to positively impact the client.
- Understand and role model professional appearance.
- Possess excellent oral and written communication skills.
- Exhibit initiative, flexibility and professionalism.
- Work respectfully and effectively with a variety of individuals including clients, volunteers, staff, donors, and community partners.
- Understand and show compassion for the barriers Fresh Start clients may be facing and knowledge of what those barriers mean.
- Multi-task effectively in an organized manner in a fast-paced and demanding environment.
- Work effectively in a team and individual environments.
- Work flexible hours including morning, evening and weekend hours.
- Dynamic public speaking.

QUALIFICATIONS:

- Bachelor's Degree or equivalent experience in a related field.
- Experience and the ability to teach Personal Development workshops.
- Bi-lingual in English and Spanish is preferred.
- Able to lift at least 25 lbs., move furniture to set-up for services and perform other physical duties.

TO APPLY:

Send cover letter and resume to resumes@fswf.org with Personal Development Program Coordinator in the subject field.