

www.historicithaca.org 
www.significantelements.org
607.273.6633 
212 Center Street 
Ithaca, NY 14850

JOB DESCRIPTION for Outreach and Education Coordinator—Part-time, 20-25 hours a week

Outreach and Education Coordinator leads and mentors Work Preserve participants in the building of job and life skills in a hands-on work environment that fosters independence, confidence and personal responsibility.

Work Preserve is a job readiness and job placement program for new workers and individuals with barriers to employment. Work Preserve serves participants ages 14 and up, both in and out of school. Work Preserve is a program of Historic Ithaca (HI) and its retail store, Significant Elements (SE).

HI is a well-established nonprofit organization, whose mission is to promote and preserve the built environment in Ithaca and throughout Tompkins County, as the “voice of preservation.” HI’s related business, SE is an architectural salvage retail store, open to the public, that supports the mission of the organization. An educational component of HI and SE is its Work Preserve job training program.

The position reports directly to the Work Preserve and Significant Elements Manager, position is part time, approximately 20-25 hours per week and is onsite only.

Duties will include, but not limited to:

Education and Training

- Develop and implement individualized plans with program participants
- Lead small group and one-on-one on-the-job training activities
- Job coaching for placement participants; attend job fairs and interviews
- Provide job retention support for participants post-placement

Outreach

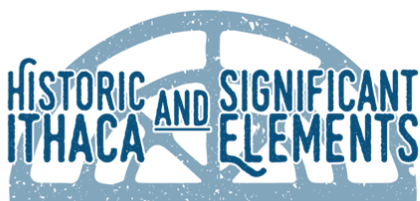
- Maintain strong working relationships and regular communications with partner agencies
- Recruit and interview participants
- Attend meetings and trainings specific to workforce development and youth services
- Liaison to youth and adult job trainings networks

Employment Outreach

- Maintain relationships with existing partner employers
- Recruit new employment partners
- Understand partner employers’ needs and requirements

Case Management, Recordkeeping

- Maintain records, files according to programmatic and funding requirements
- Perform daily COVID screening of participants



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Required skills and experience:

- Experience working with youth and adults with a broad range of backgrounds and needs.
- Ability to successfully work with, communicate with, and serve a diverse local community: understanding and sensitivity of a diverse cross section of backgrounds, ethnicities and race, gender orientation.
- Ability to train and evaluate participants.
- Good communication skills (oral, written & listening). Ability to use current social media platforms to implement program updates and promote program. Fluent with communication via electronic devices.
- Ability to act with discretion and sensitivity, maintain confidentiality.
- Excellent team building skills, including the ability to follow up in a timely manner, are essential.
- Positive and upbeat attitude.
- Understanding of networking and outreach within the community.
- Computer skills including Microsoft Office suite and Google Workspace tools.
- Ability to stand for two to three hours consecutively due to the retail and warehouse environment. Ability to lift 50 pounds and climb and descend stairs, and other duties that are associated with retail/warehouse work.
- Basic knowledge of tools and construction materials is a plus.

Qualifications:

Bachelor's Degree. Relevant job experience in education, youth services, social services, job and workforce development or related fields. Experience in special education or mental health a plus.

Possess a current and clean valid New York State driver's license at time of appointment, and maintain such license for the duration of employment.

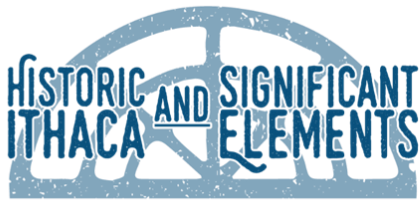
Background check required.

Hours are based on Significant Elements' hours of operation: Monday through Friday, 9 AM to 4 PM and Saturdays, 10 AM to 5 PM. There will be occasional evenings and weekends necessary.

Wages: \$18-20 per hour to include vacation, personal time off and holidays. Grant-funded position, two years with the possibility of renewal. Staff development and training available; some are required and will be provided by employer.

Please forward a cover letter, resume addressed to Sara Johnson, WP and SE Manager: sara@historicithaca.org. Resumes accepted until position filled; interviews offered on a rolling basis with earliest start date of mid-October, 2021.

Historic Ithaca is committed to providing equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual



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orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.