



JOB DESCRIPTION

PROGRAM COORDINATOR

POSITION SUMMARY

The Program Coordinator will report to the Program Monitor and work in full partnership with the State of Missouri, FEMA, and local stakeholders to manage day-to-day operations of the Spring Storms/Disaster Recovery Grant.

Job Functions

- Responsible for managing the day-to-day operations, implementing all state and local policies, retaining all work-related papers and electronic documentation, and ensuring all outcomes are achieved.
- Conduct internal monitoring of 100% of participant files.
- Responsible for maintaining expenses and budgetary guidelines
- Conduct worksite assessments for eligibility, safety, and required documentation.
- Coordinate all activities and worksites to ensure compliance with grant guidelines, WIOA, FEMA and local policies and guidelines.
- Document results and provide reports and presentations to stakeholders.
- Comply with all current Office of Workforce Development (OWD) policies and program guidelines.
- Provide Disaster Relief Employment for – at minimum – 60 participants, with a maximum of 2,080 hours, ensuring Wagner-Peyser program enrollment and WIOA Adult and Dislocated Worker eligibility guidelines adherence.
- Follow all guidance listed in the Missouri Disaster Jobs Program (DRJP) manual.
- Submit bi-weekly/monthly/quarterly reports detailing participant enrollment, employment, program completion and supportive services.
- Ensure accurate data entry of participants and services into MoJobs.
- Oversee employment/case management staff.
- Regular monitoring of approved worksites to document participant attendance, timesheet submission and retrieval, adherence to safety guidelines and grant activities.
- Provide participant and employer Orientation.
- Procuring physicals, tetanus shots and safety training for participants.

Job Skills and Abilities

- Ability to multi-task and meet important deadlines.
- Strong computer skills, Microsoft Word, Excel and PowerPoint.
- Strong presentation skills; able to effectively communicate verbally and in writing.
- Effective decision-making skills.
- Provide and maintain organization records, systems, and documentation of policies, procedures, and training information.
- Attention to detail.
- Data analysis and report writing.
- Ability to work independently and within a team.

- Working knowledge of WIOA Adult and Dislocated Worker policies.

Job Qualifications

- Bachelor's degree in environmental science, social work, or related field; or 5-7 years' experience in workforce development and/or government contracts.