

**New Concept Self Development Center, Inc.
Job Description**

Job Title:	Adult Specialist – Adult Programming	Status:	Part-Time
		Pay:	\$13 -15 / hour

I. Position Summary

To recruit participants for and provide educational sessions to adult participants through various program models including, but not limited to, parenting, healthy relationships, one-on-one counseling and advocacy.

II. Principal Accountabilities

- Recruit and retain adults for participation in programming
- Recruit community-based organization sites for adult programming
- Provide group facilitation to adults using the assigned curriculum – i.e., PREP, Effective Black Parenting
- Provide case management services as needed for participants enrolled in the program
- Recruit and train volunteers for programming as needed
- Represent the program/agency at community or collaborative meetings as directed
- Maintain records and documentation per funding source/agency guidelines
- Participate in trainings related to adult parenting and adult programming

III. Job Requirements

- Bachelor's degree in Social Work, Education, Communication, or similar field, or minimum of five (5) years facilitation experience with a similar target population
- Strong facilitation skills
- Case Management experience
- Strong communication and writing skills
- Solid leadership, organizational and analytical skills
- Demonstrated knowledge and ability to work independently as a team member
- Ability to manage time effectively and meet deadlines
- Some evening and weekend work required

IV. Supervisory Responsibilities

- None

V. Equipment to be Used

- Computers using Microsoft Office Professional, telephones with voice mail, fax machines, copy machines, and other general office equipment

VI. Typical Physical Demands

- Must be able to work in both an office and the community. The office is a typical setting, with varied community visits
- Ability to lift 20 pounds

VII. Typical Mental Demands

- Ability to work independently and in a team setting
- Good communication skills, both written and spoken
- Excellent attention to detail with documentation, adhering to deadlines and protocol
- Ability to project a positive and professional attitude
- Ability to handle multiple tasks

VIII. Working Conditions

- Typical office setting
- Varied based on population to be served

IX. Additional Information

- New Concept does not discriminate against any employee, applicant for employment, or eligible client because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status
- Must have a valid driver's license, automobile, and proof of insurance

X. COVID-19 Considerations

- Remote interviews, PPE required, social distancing, virtual meetings, sanitizing, disinfecting, or cleaning procedures. New Concept will remain up to date on all local, state and federal requirements to protect the health and wellbeing of our communities.

To apply: Please send a résumé and a brief cover letter outlining your experience to María M. Flores at mariaflores@ncsdc-inc.org

Applications are also accepted through various job board postings.