



Job Title: Vocational Advancement Manager

Location: UGM Men's Shelter, 1224 E Trent, Spokane

Full-time: 8:30 a.m. – 5 p.m. Monday-Friday

Summary

The Vocational Advancement Manager provides guidance and leadership to all Vocational Advancement programs at the Men's Shelter and oversees the activities of the Vocational Education Center at the Crisis Shelter for Women and Children, maintaining a working relationship with community partners in order to provide business practicums for residents.

Responsibilities

- Be familiar with the daily workings of the Vocational Education (VocEd) Center, including schedule, curriculum, and general student management.
- Conduct VocEd Center classes and one-on-one tutoring with residents.
- Administer and record assessments and tests.
- Ensure workability of computers and office equipment in partnership with IT Department.
- Ensure residents are effectively moving forward on their educational, vocational, and personal phase plans.
- Initiate and maintain business practicum placements for UGM residents based on resident skills, goals, and the business' needs; ensuring residents in business practicums are fully supported; document interactions with Business Partners.
- Ensure all VocEd volunteers are properly onboarded, trained and provided with coaching, encouragement, and support.
- Support UGM Vocational Advancement Centers by helping to plan and participate in the Engage! Work Seminar and College & Career Fair.
- Track books using Library Thing and Library Cat online catalogue program
- Track all students' progress and communicate progress to appropriate departments.
- Work within budget, gather strategic data and communicate with Director of Men's Recovery monthly.

Required Qualifications

- Recognized Career Coaching certification or 2- or 4-year degree in related field
- 2+ years applicable experience
- Valid Washington or Idaho driver's license
- Yearly TB clearance
- Criminal background check clearance

Preferred Qualifications

- Experience working with people who are homeless or in recovery and/or personal experience with recovery

- 5+ years related experience, or equivalent combination of education and experience
- Bachelor's or Master's degree in Special Education or Career Counseling
- Strong interpersonal skills
- Teachable spirit and ability to manage multiple emotional and task-related variables, listen, and make sound decisions in alignment with UGM's purpose
- Excellent communication skills: written, verbal and instructional
- Minimum 3 years sobriety, if in recovery
- Leadership experience within an active ministry

Compensation: Depends on experience

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION
HumanResources@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315
uniongospelmission.org/employment