



## **Job Description for: Business Coordinator**

### **Mission Statement**

Second Chance Partners for Education exists to create partnerships between local businesses and education to meet the needs of a growing population of non-traditional high school learners. These partnerships will offer an educational program that provides students with an opportunity to earn their high school diploma through an integrated learning experience linking academic standards with real world applications.

### **Summary**

In this highly visible position you will influence all levels of business and local community organizations to create long lasting partnerships and a learning environment for our students that will have a life-long impact.

### **Duties and Responsibilities**

- Prospect and secure contracts with new business partners for student work placements. Manage and strengthen relationships with existing business partners as well as establish key contacts and program champion(s) at each business site.
- Perform business site evaluations to identify both safe and appropriate placements for the students as well as a training and rotation schedule for each student and business. Conduct regular visits to business sites to review student progress and business partner compliance with program and state regulations.
- Provide a smooth transition and integration of the program into the businesses by understanding the business' policies and practices and in return educating the businesses on the responsibilities and policies of Second Chance Partners.
- Identify and coordinate professionals from the partner businesses to participate in the classroom instruction and events that are in alignment with the core curriculum.
- Promote solid working relationships with the businesses as well as assisting our partners in maximizing their benefits from the program to include training programs, workshops and opportunities that students and employees can participate in.
- Identify appropriate mentors for the students at each business site and provide Mentor Training for these key individuals.
- Participate in local civic organizations including attending meetings, networking events and arranging speaking opportunities. Host quarterly meetings with all the business partners.
- Provide classroom support as well as mentorship of students as needed.

### **Knowledge, Skills and Abilities Required**

- Ability to demonstrate planning, organizational and implementation skills for the successful completion of goals by a specific due date.
- Excellent written, verbal communication and negotiation skills.
- Experience creating and executing effective presentations.
- Superior customer service and marketing skills to deal with both internal and external customers.

- Solid interpersonal skills and ability to work with diverse groups and multiple priorities.
- Proficiency in the use of MS Word, Excel, and Power Point as well as web based programs.
- Must be able to effectively handle demanding situations.
- Must be able to read, interpret and execute general business contracts and documentation.
- Ability to travel frequently to current and future business partner and related classroom sites.
- Must have a valid driver's license.
- Ability to evaluate manufacturing and general business work sites.
- Knowledge of CAD, Blueprints and MSSC a plus

### **Experience/Education Requirements**

- Bachelor's degree required.
- Minimum of 1 year experience in outside sales.
- Working knowledge of manufacturing and/or general business practices.
- Knowledge of the business and civic organizations within assigned community.

### **Miscellaneous**

The employee may be asked to perform other duties as required.

### **Compensation**

Total compensation package will include a base salary, incentive plan and benefits.

We are an Equal Opportunity Employer.