



Our focus is Family Development, Youth Development, & Economic Development to Strengthen Northwest Dayton.
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JOB DESCRIPTION:

Omega CDC Workforce Lead Trainer/Program Administrative Assistant

ABOUT OMEGA CDC:

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and worship center.

OMEGA CDC VISION:

Omega Community Development Corporation equips individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty.

OMEGA CDC MISSION:

Omega Community Development Corporation seeks to transform Northwest Dayton into a community supportive of children and families by focusing on three aspects of community development: youth development, family development, and economic development. Programming focuses on breaking the cycle of generational poverty by achieving self-sufficiency through education, employment, economic development, and advocacy.

JOB SUMMARY:

The Ready to Work Program Lead Trainer/Program Administrative Assistant will assist to develop and deliver an outstanding training and effective curriculum that will engage cohort members/clients to help meet their individual learning objectives to fulfill the Ready to Work (Workforce) soft skills job performance targets. This position is responsible for two roles: as the Lead Trainer, it requires regularly implementing and reviewing the curriculum to maximize client/cohort participation, satisfaction, and program success. As the Program Administrative Assistant, you must create and maintain all clerical information, program data, cohort recruiting, and weekly communication. In addition, referrals to the Case Manager as opportunities arise are expected along with completing other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Ensure all program sessions, activities, projects, and communication of objectives are clear for each cohort member/client.
- Prepare materials, purchase session meals, and training equipment for program sessions and activities prior, during, and/or after each session as needed with Case Manager and CFO, approval.
- Maintain a program of instruction, demonstration, and a positive-affirming atmosphere during individual work time that allows the cohort member opportunities to observe, ask questions, and problem solve assignments covered during each session.
- Deliver soft job skills curriculum according to the content and metrics required and expected by the county and government standards.
- Proactively collect and evaluate program performance metrics/goals using entry interviews, exit interviews, and weekly session feedback surveys, formulate program data, and quality program outcome analysis (all used to prepare, formulate, and construct all end-of-session county reports).
- Schedule and coordinate appointments for cohort and community participants.
- Create and maintain client database, records, and any other client program-related information.
- Create and maintain a client recruiting database, records, and community contact information.
- Organize the Completion Ceremony at the end of each 8-week/4-week or All in a Day session.

NON-DISCRIMINATION POLICY:

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor, or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.

This position description is not all-inclusive. Responsibilities may change from time to time.
