**Administrator: Job Description**

**Job Summary**:

Track student data during application and intake processes, the course itself, and in follow-up surveys

(Working alongside the Core Team and Allies). Organize logistics of the class, including potentially

organizing transportation, communal meals, and childcare. Recruits and screens Students, the unemployed and underemployed, who are ready to work and have demonstrated the desire to improve their life situation. Organize and plan all student activities to include:

* Participant Screening/Interviews

* Ally/Participant Matching
* Class Celebrations
* Class Graduation
* Post Graduate Follow-up Activities
* Oversee the review and tracking of student progress toward Graduation

**Responsibilities:**

* Oversee the filling out of intake forms for both volunteers and participants
* Oversee scheduling for meals, childcare, facilitation, etc.
* Ensure that the learning space is available and ready for each class session
* Oversee data tracking in relation to contacts with potential employers, funders, volunteers, etc.
* Collect class fees from applicants (if applicable)
* Develop a plan to recruit and screen participants
* Collaborate with Ally Team Leader to match Ally to student
* Work with Ally Coordinator to develop participant progress tracking system
* Schedule regular review of participant progress and required assignments make-up
* Organize Mini-celebration and Graduation Ceremony
* Plan informal Alumni/Ally post-graduation gatherings
* Attend all Core Team meetings to report participant class progress
* Provide student progress update on regular basis

**During Class:**

* Record absence and tardiness points according to church’s personalized policies
* Communicate with Core Team when a participant has failed out of the program based on

points (remember, they can always come back!)

* Collect any unpaid class fees (if applicable)
* Make sure the classroom space is set up before each session and that all learning supplies are

available and easily accessible (if applicable)

**Qualifications:**

* Follow Jesus, maintaining a vision for His kingdom and the dignity of all work:
* Maintain passion to see the unemployed and underemployed grow spiritually and economically, embodying a humble openness to being challenged by new friendships
* Foster the motivated heart of a learner, servant, encourager and advocate for justice
* Ability to multitask and prioritize various appointments
* Highly organized with the ability to delegate when necessary
* Possess high level of respect and sensitivity in developing relationships across socioeconomic/cultural lines

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* Jobs or roles involving a high level of attention to detail