



T H E
REFILL JACKSON
I N I T I A T I V E

Position: Career Training & Pathways Coordinator	
Reports to: Deputy Director	Direct Reports: 0
Employment Status: Full-Time	FLSA Status: Exempt
Salary Range: \$45,000 – 55,000	Date Description Revised: 2/17/26

The mission of the Refill Jackson Initiative (RJI) is to empower young adults seeking an improved quality of life, through tailored support and job training. In pursuit of this mission, RJI teaches our young adults soft and technical skills in a classroom setting and provides wrap-around social service support. RJI’s programs currently include our 4-week Pre-Employment Training Program and afternoon drop-in Opportunity Hours.

POSITION SUMMARY

The Career Training & Pathways Coordinator (CTPC) is primarily responsible for implementing the Pre-Employment Training program and providing one-on-one career coaching for disconnected young adults. The CTPC will be the lead instructor for approximately four 4-week Pre-Employment Training (PET) sessions per year, approximately 10-14 members per session, 5 days/week, 5 hrs/day. The CTPC will maintain contact with PET graduates weekly for the month following graduation with the goal of each graduate moving into their next best step within 4 weeks of program completion, and maintain at least quarterly contact with alumni to conduct employment and resource check-ins.

The CTPC will also launch a new 2-week Boot Camp (BC) program in June 2026, coordinating with Hinds Community College and other partners to schedule credential attainment and ensure all pre-requirements for members are met. CTPC will also contact and develop partnerships with employers to arrange site visits for BC members focused on career exposure and hiring processes.

The CTPC will work directly with Opportunity Youth applying to and participating in RJI’s programs, providing 1:1 career coaching, completing Refill Action Plans, and ensuring adequate steps are taken pre- and post-graduation to ensure members have every opportunity to attain improved employment after engagement with RJI. The CTPC will also work to develop a network of employer partnerships, to provide insight on career trajectories, hiring practices, and job retention best practices for members, ideally with the potential to refer qualified graduates to jobs. This position will report to the Deputy Director and will have no direct reports.

PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

- **Member Recruitment.** Work closely with the Social Services team to conduct outreach to Opportunity Youth who would most benefit from RJI’s programming, including using RJI’s screening tools, interview rubrics, and partnership and referral network. Schedule

and conduct interviews before each session, provide feedback and scores, and lead the selection meeting.

- Program Implementation. Oversee all aspects related to the implementation of Pre-Employment Training and Boot Camp programs so as to achieve defined results, including defining and carrying out a vision and strategy for the curriculum and members' experience in the classroom based upon deep knowledge and understanding of the needs of West Jackson's young people ages 18 to 26, as well as current research on workforce development and adult learning. Serve as Lead Instructor for the Pre-Employment Training, including managing and delivering the curriculum, classroom management, coordination with partners to ensure graduation requirements are met (including the National Career Readiness Certificate test at Hinds Community College), and understand what the learning objectives of the curriculum are and how to evaluate whether members comprehend taught concepts.
- Career coaching. Provide one-on-one and group guidance on post-training opportunities, including development of a Refill Action Plan for each PET member prior to graduation. Coordinate mock interviews for each PET member, including recruiting volunteers, maintaining rubrics, and compiling and disseminating feedback for members. Provide one-on-one career coaching and assist members and graduates in understanding hiring processes, including accessing available resources such as the WIN Job Center. Continuous learning about other pre-employment opportunities, including apprenticeships, internships, high school equivalency, and short-term credentialing programs. Cultivate relationships with potential employers.
- Monitoring, evaluation, and learning. Monitor and evaluate each cohort's training and members' individual performances and ensure that the curriculum and future trainings are continuously improved upon, based on evaluation findings. Continuous learning about local industries that align with members' qualifications, interests, and available resources. Continuous learning about best practices in workforce preparedness, youth and young adult engagement, and Participate in any external evaluations.
- Travel. Travel within Mississippi and the broader U.S. as required.

JOB QUALIFICATIONS

Education:

- Bachelor's degree in education, social work, sociology or related field.
- Master's degree in education, social work, sociology or related field *preferred*.

Experience and Training:

- 4-5 years of classroom experience strongly preferred, especially with young adults/Opportunity Youth
- 1-2 years of involvement in workforce development.
- 4-5 years of experience identifying and analyzing complex problems and developing effective solutions.
- Coaching, mentoring and/or supervisory experience.
- Curriculum development.
- Program management.
- Monitoring, evaluation, and learning.
- Word processing.
- Budget and financial management.

- Familiarity with government rules and regulations on financial assistance *preferred*.

Soft Skills and Competencies:

- Mastery of adult education and youth development principles, especially for young adults/Opportunity Youth
- Understanding of community and workforce development principles
- Understanding of and commitment to restorative justice, trauma-informed approaches, and youth positive approaches
- Responsiveness to stakeholder (including member and donor) needs and willingness to solicit feedback to improve program quality. Ability to incorporate feedback and evaluation findings to improve program.
- Strong ability to manage own time, multi-task, and meet tight deadlines.
- Strong ability to lead by example, with integrity, purpose, and commitment to attaining an organization's goals.
- Ability to collaborate with others and work as an effective team member.
- Excellent interpersonal and conflict mediation skills. Awareness of own strengths and weaknesses. Ability to learn from experience and through training and development opportunities.
- Commitment to working transparently and respectfully with supervisor(s).

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone. The employee is frequently required to reach, stoop, or kneel. Specific vision abilities required by this job include close vision, distance and color vision due to computer work. May be required to lift, push or pull up to 25 pounds occasionally.

The work environment characteristics described here are representation of those an employee encounters while performing the essential functions of this job. There is moderate noise associated with a business office and classroom setting, including telephones, computer keyboards, printers, office traffic, and visitors. The work environment requires the individual to have the ability to work in a confined space and sit at a computer terminal or in conference rooms.

EEO Statement: This company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.