



Job Title: Vocational Education Coordinator

Reports to: Director of Career Pathways

Status: Part-Time (29 hours/week)

Pay Rate: \$18/hour

Vision of the Position:

The Vocational Education Program at the Fresno Mission exists to equip individuals in crisis or recovery with the foundational tools to succeed in life and the workforce. By combining classroom instruction with real-time job experience in our enterprise departments, students not only grow in work readiness, but also build responsibility, character, and spiritual confidence.

The **Vocational Education Coordinator** ensures the day-to-day structure and delivery of the educational side of the program. This role provides administrative support and coordination between trainers, departments, and students. The Coordinator helps ensure student has the opportunity to grow through training, assessments, and support, while maintaining records and upholding program integrity. The ideal candidate is structured, relational, and passionate about seeing people become who God created them to be.

Who You Are:

- Passionate about empowering people through education and hands-on learning
- Detail-oriented and structured, able to keep systems running smoothly
- Strong in administrative, scheduling, and communication skills
- Confident leading a room, supporting instructors, and working alongside students
- Someone who enjoys coaching, encouraging, and challenging others to grow
- Respectful, professional, and dependable in your communication and presence
- Able to manage time, deadlines, and competing responsibilities effectively
- Committed to personal integrity and excellence in your work
- Spiritually grounded, with a deep love for Jesus and people in recovery or crisis
- Comfortable working in a ministry environment and collaborating across departments
- Able to uphold high standards with grace and clarity

What You'll Do (Just the Basics):

- Track student attendance, participation, and curriculum progress
- Communicate with department leads to align student work placement and training needs

- Provide onboarding for new students in vocational education
 - Support instructors and volunteers with class logistics and materials
 - Facilitate or co-lead job readiness, soft skills, or recovery-related classes as needed
 - Manage student assessments, orientations, monthly reviews and certifications
 - Coach students toward growth in professionalism, reliability, and spiritual maturity
 - Partner with the Director of Career Pathways to refine curriculum and outcomes
 - Ensure students and staff understand the expectations, purpose, and structure of the program
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Bonus Points:

- Experience working with individuals in recovery, re-entry, or trauma-informed environments
 - Background in adult education, workforce development, or ministry
 - Experience with curriculum management, facilitation, or program administration
 - Bilingual in English and Spanish
 - Familiarity with Microsoft Office, and simple data tracking tools
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Education/Experience:

Bachelor's degree preferred in education, human services, ministry, or a related field. Strong administrative and interpersonal skills required. Prior experience in adult education or vocational training is highly valued.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible Studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org No phone calls, please.