



Job Title: Vocational Education Coordinator

Reports to: Director of Career Pathways

Status: Part-Time

Pay Rate: \$18/hour

Vision of the Position:

The Vocational Education Training 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 supports students by providing training, assessments, and assistance to help them develop, all while keeping accurate records and protecting the integrity of the program.

This role requires someone who is highly organized yet flexible — able to maintain structure while adapting to evolving program needs, shifting schedules, and the dynamic nature of working in a recovery and ministry environment. The ideal candidate is structured, relational, adaptable, 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
- Adaptable to shifting schedules, program changes, and unforeseen challenges
- Strong in administrative, scheduling, and communication skills
- Confident leading groups, supporting instructors, and working alongside students
- Coaches, encourages, and challenges others to grow, while patiently supporting their process
- Respectful, professional, and dependable in communication and presence
- 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
- Manage student assessments, orientations, 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
- Adapt plans and schedules as needed to support program effectiveness and student success

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

Education/Experience:

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

Requirements:

A mature walk with Jesus Christ and ability 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 ministries, it is an absolute necessity that each employee possesses and maintains a Christian testimony of their faith and experience in Jesus Christ. 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:

- A letter of interest, including a narrative detailing how you believe you qualify for this position
- An updated resume
- The names, email addresses, and phone numbers of three references

Please email all documents to HR@fresnomission.org.

No phone calls, please.