

Do you believe all people have ability and value and should be **treated with dignity and respect**?  
Do you want to be part of an organization that believes **in the transformational power of work**?  
Do you want to join a team that truly **cares about each other and every client** they serve?

If you answered yes to those questions,  
**Dress for Success Cincinnati could be a great place for you!**

Dress for Success Cincinnati (DFSC) has a mission to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help them thrive in work and in life.

We are looking for candidates who want to help women dream and reach their potential. We want candidates who want to work for an organization that demonstrates compassion, and kind accountability, and where diversity is valued and inclusion is a priority in an equitable environment both for employees and clients.

### **Career and Mobile Program Coordinator**

As the Career and Mobile Program Coordinator, you will be responsible for the oversight, development and implementation of the organization's career center and mobile services, including styling and career services. DFSC is an organization that values and leverages its small staff and its growing volunteer base. It is a busy place where we like to have fun while digging into the business of helping women reach self-defined success. You will have the exciting opportunity to build relationships with community partners, grow and evolve career support for those that we serve, and advocate for diversity, inclusion and equity.

**In this role, you will be accountable for how well you perform against specific metrics, and your ability to**

- Oversee, develop, and implement career center supports with the assistance of volunteers, interns and community partners
- Work collaboratively with the Thriving Services Manager to identify and develop career pathways, build partner and employer relationships and leverage DFSC volunteers and network for career supports
- Manage mobile styling and career services for the organization, with assistance of volunteers, interns, and staff
- Develop and maintain relationships with existing and potential partner referral agencies to help drive awareness of mobile services and increase program reach and impact
- Work collaboratively with Thriving Services Manager and Styling Services Manager to create work plan and strategies for client and partner outreach, communication, engagement, and mobile program service delivery
- Train, manage and oversee volunteers and interns

**The skills, experiences and mindset that you need to help you be successful as the program coordinator include:**

- A deep belief that all people deserve to dream and in the transformational power of work.
- Prior work experience in building partner relationships, managing volunteers, and ensuring timely and quality data maintenance.
- Understanding of or passion for identifying career pathways and strengths-based career supports.
- Excellent interpersonal, communication, customer service and organizational skills.
- Ability to create and maintain relationships with external partners in a variety of organizations and positions
- Demonstrated self-starter who can manage self with high levels of autonomy
- Enthusiasm for creating new and different ways or supporting women, flexible view of the role, a willingness to learn and grow as programs evolve, and a commitment to continuously improving services

- Experience working inclusively with marginalized populations
- Valid driver's license with a clean driving record, CDL a plus

**At Dress for Success Cincinnati we offer a competitive salary and benefits package and a place you can be proud to work!**

We will begin reviewing applications on January 6<sup>th</sup> and then on a rolling basis. To apply for this position please complete follow this link to an application form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=YhS6MwBOUeEWDqct\\_ag2UUnU5HrPMxGglfMSdt85hVUQTdDSIE2VVI0NkgxUIRXU1FLTkw0V1hBRC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=YhS6MwBOUeEWDqct_ag2UUnU5HrPMxGglfMSdt85hVUQTdDSIE2VVI0NkgxUIRXU1FLTkw0V1hBRC4u)

*Dress for Success is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*