

POSITION DESCRIPTION

Mission:

The Life Learning Center delivers a holistic, integrated continuum of education and care to help at-risk citizens step up to their highest potential.

Position Title: Administrative & Finance Assistant

Accountability: Reports directly to the President

Position Objective:

Provide comprehensive administrative, financial, and operational support to ensure efficient day-to-day functioning of the organization. This role supports finance operations, executive administration, data tracking, event coordination, and office management while maintaining accuracy, organization, and confidentiality.

Position Function & Principal Activities

Finance & Accounting Support

- Enter and manage all accounts payable transactions in accounting systems.
- Categorize all QuickBooks credit card and bank transactions by account and class.
- Approve BILL transactions in accordance with internal controls.
- Assist in correcting miscoded transactions and maintaining clean financial records.
- Make bank deposits and maintain proper documentation.
- Assist with event and gala reconciliation and tracking of all gala payments.
- Support audit preparation and respond to audit-related requests as assigned.
- Assist with account management for vendors and systems including Vivitec, Waltz, Powernet, and others as needed.

Executive & Administrative Support

- Manage the President's calendar, including scheduling meetings and room bookings.
- Set up for meetings, including materials, packets, and room preparation.
- Assist the President with all delegated administrative and operational tasks.
- Manage incoming mail, sort correspondence, and purchase postage as needed.
- Maintain organized digital and physical filing systems for financial and administrative records.

Data Management & Reporting

- Manage organizational data tracking and assist with updating quarterly metrics.
- Support creation of acknowledgments, reports, and internal documentation.
- Maintain accuracy and timeliness of shared calendars, information inboxes, and invoice inboxes.

POSITION DESCRIPTION

Event & Gala Support

- Assist with planning and coordination of the annual gala and other events.
- Support event-related documentation, payments, and reconciliation.

Office & Operational Support

- Order office supplies and manage inventory.
- Prepare packets and materials for tours, meetings, and external engagements.
- Order and coordinate staff birthday and anniversary gifts.
- Coordinate logistics for room bookings for Foundations and Witness Hall including:
 - Ordering food and supplies
 - Booking rooms and calendar management
 - Event setup and cleanup
 - Accepting and tracking deposits

Qualifications & Experience

The ideal candidate will possess most of the following:

- Associate or Bachelor's degree in Business Administration, Accounting, Finance, or a related field; equivalent experience considered.
- 2–4 years of experience in administrative, finance, or operations support.
- Experience with accounting software (QuickBooks preferred) and billing platforms.
- Strong organizational skills with high attention to detail and accuracy.
- Ability to manage multiple priorities and maintain confidentiality.
- Proficiency in Microsoft Office and cloud-based systems.
- Strong written and verbal communication skills.
- Self-motivated, dependable, and service-oriented with a collaborative mindset.
- Passion for the mission and values of the Life Learning Center.

Diverse candidates are encouraged to apply. Please send resume to info@lifelearningcenter.us



Life Learning Center

POSITION DESCRIPTION

Mission: Deliver a holistic, integrated continuum of education and care to equip our most at-risk citizens to step up to their highest potential.

Position Title: **Director of Employment and Workforce Development**

Objective: Develop, direct, cause and manage a professional and disciplined process for Candidate, Member, and graduate's employment placement. Cultivate and grow business development opportunities and focus on organizational effectiveness and change management for long term financial viability. Collaborate with the President and leadership team of the Center to extend the reach of the Center by increasing its footprint and presence both locally and nationally.

Accountability: Director of Employer Relations/Business Development reports directly to the VP of Operations.

Position Function & Principal Activities:

- **Organizational Leadership:** Act as an organization-wide leader, as part of the leadership team, for successful mission delivery, in alignment with our vision, mission, and values, for all staff, partners, candidates/members, and the communities that we serve.
- **Strategic Leadership:** Proactively collaborate across all functions, departments, and locations, and at all levels of the organization, to successfully execute our strategic initiatives to achieve our strategic vision, goals, and objectives.
- **Operational Leadership:** Assist VP of Operations to develop, implement and manage strict operating policies and procedures to enhance the efficiency, compliance, and effectiveness of our operations.
- **Functional Leadership:** Proactively lead, manage, and continuously improve the overall function and processes of Employment, balancing both long-term impact and short-term performance.

Employer Relations

- Build, develop and retain relationships with a core group of employers for the placement of Candidates and Members to achieve and retain full-time employment with comprehensive benefits package.
- Monitor and track employer relationships for successful employment placements achieved, with a focus on measuring longitudinal outcomes and long-term impact.
- Develop, implement, and maintain a statistical tracking system to document employment history, tenure, successes, and failures.
- Cultivate and retain top employer partners through monthly visits and recognition opportunities.



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- Coordinate and host on-site interviewing and hiring events with employer partners for LLC Candidates and Members.
- Engage employer partners to volunteer in the Working for a Better Life portion of the Education Continuum.
- Support Volunteer Coordinator to engage employer partners employees as volunteers and donors.
- Develop and implement operating policies and procedures on employer partnership process.
- Maintain comprehensive Employer Partner documentation and records.
- Cause and lead partnership with the Office of Vocational Rehabilitation, manage the billing and reporting.

Workforce Development

- In collaboration with CEO/President and/or VP of Operations, discover and explore new employer partner opportunities to expand our portfolio.
- Lead process to help secure new and diverse business partners, leveraging misc. memberships such business chambers and local business councils, to broaden name recognition for Life Learning Center,
- Other duties as assigned by the CEO/President and/or VP of Operations.

The ideal candidate is:

- Highly skilled at sales and strategic business development.
- Passionate about the Center's mission and vision and understands how that mission and vision relates to the business community.
- Possess experience with a broad range of organizations, including professional services, manufacturing, construction, and more.
- Authentic, with a personable communication style, and the ability to connect with many groups.
- Committed to continual education and experiences that will deepen knowledge related to diversity, equity, inclusion, belonging and economic mobility, and has a startup mentality.
- A clear ability to deal with the big picture with conceptual resolve and direction in an unwavering manner.
- Unmistakable evidence of a deep passion for the philosophy, mission, and vision of LLC
- Strong evidence of successful fiscal, operational management and leadership.
- Evidence of significant community relations and marketing skills.
- Always serve as a representative of the Center which will require one to be a subject-matter expert on the Center's scope of services
- Remain familiar with all Candidates and Members and partners (and their business models) to advance the mission and vision of the Center.
- Strong written and verbal skills and evidence of strong organizational skill.
- Evidence of appropriate education and training with a bachelor's degree and 10 years' work experience at a minimum; Master's degree preferred.



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- Have a basic understanding of Human Resources, talent development strategies and workforce issues and trends.
- Participate in local workforce development initiatives including GROW, TRI-ED etc.
- Diverse candidates encouraged to apply.
- It is the policy of the Life Learning Center to comply with all federal and/or state laws, regarding Equal Employment, as they relate to all employees and applicants for employment.

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Life Learning Center

Position Description

Mission

The Life Learning Center will deliver a holistic, integrated continuum of education and care to equip at-risk citizens to step to their highest potential.

Position Title

Multidisciplinary Recovery Reentry Team (MRRT) Coordinator for Kenton County

Principal Activities

The MRRT Coordinator will assist the MRRT Director deliver the mission of MRRT; to provide an innovative solution to reduce recidivism utilizing a Multidisciplinary Recovery Reentry Team (MRRT) comprised of collaborative community professionals. The Multidisciplinary Recovery Reentry Team provides care interventions and resources to individuals being released from incarceration. This work is done in association with the judicial process minimizing convictions with the goal of reducing recidivism.

Purpose:

MRRT is designed as a community-based approach to reduce recidivism leveraging a variety of community stakeholders including: physicians, social workers, addiction specialists and reentry professionals, to mitigate issues overwhelming the judicial and recovery process. MRRT is an intricate approach to reentry that provides discipline and is focused on individual case management. This multifaceted approach avoids the need to modify drug treatment court orders, reduces sanctions and provides rehabilitation through community resources and collaborative care.

Position Function

Support the MRRT Director by;

1. Timely and accurately maintaining the MRRT database thus tracking the progress of MRRT and HEART ordered Defendants.
2. Develop relationships and Communicating with the courts including the Commonwealth Attorney, Public Defender, Pretrial services, District and Circuit court Judges, MRRT treatment providers, and Probation and Parole related to MRRT and HEART ordered Defendants.
3. Participate in and often Facilitate Friday morning MRRT meetings to discuss individual case management plans and provide solutions to reentry/recovery challenges.
4. Reporting both successes and failures of MRRT ordered Defendants to the court.
5. Support the MRRT Director by acting as a liaison between LLC, MRRT Treatment providers and the courts.
6. Work very closely with the LLC Enrollment and Care teams to enroll eligible candidates for the Foundations for a Better Life program and to refer non eligible MRRT ordered defendants to MRRT treatment partners.
7. Other duties as assigned

Accountability

MRRT Case Manager reports directly to the MRRT Director.



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Qualifications

The ideal candidate will possess most of the following qualities:

- Attention to detail
- Public speaking, strong communication skills
- Experience working with courts, Law Enforcement, detention centers and vulnerable populations.
- Bachelor's Degree in a related field (Sociology, Criminal Justice, Social work etc.). Military, Law Enforcement, Courts or Corrections experience will be considered in place of Bachelor's Degree
- Familiarity with Microsoft Excel for the web/Office.



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Mission: The Life Learning Center will deliver a holistic, integrated continuum of learning and care to help at-risk citizens step up to their highest potential.

Position Title: **Education Program Specialist/Peer Support Specialist**

Accountability: Education Program Specialist reports directly to Director of Education

Position Function & Principal Activities: Education Specialist is responsible for facilitating for the Foundations for a Better Life program, Life Learning Center's curriculum. They are responsible to the fidelity of the curriculum. This position requires a strong educational and motivational acumen to support the desired outcomes of the program and candidate. They manage the daily program oversight related to their Candidates journeys through our program and understand candidates' personal and professional development goals to identify the appropriate pathway to enable students' future success.

- **Curriculum Fidelity:**
 - Maintain curriculum fidelity by participating in formal curriculum reviews to ensure content accuracy and relevance.
- **Curriculum Delivery:**
 - Deliver and facilitate the Foundations for a Better Life program.
 - Assist volunteer instructors in the delivery of the curriculum.
 - Responsible for educational classrooms, classroom equipment, and supplies.
- **Curriculum Evaluation:**
 - Collect data to assist in the assessment the effectiveness of educational programs to include the data in the Learning Management System.
 - Identify areas for improvement and implement strategies to enhance program quality.
 - Prepare reports and presentations to communicate program outcomes.
- **Student Support:**
 - Provide guidance and support to students throughout their educational journey.
 - Address student inquiries and concerns promptly and professionally.
 - Monitor student progress and provide feedback to help them achieve their learning objectives.
- **Administrative Tasks:**
 - Responsible to accurately record data and records contained within the LMS.
 - Gather and provide data required to support submissions and reporting for grants or other contractual requirements.

Program Implementation:

- Assist in the development and implementation of recovery social events and manage events in a Recovery Community Center calendar of events.

- Facilitate various recovery support groups as needed.
- Assist with planning and executing Saturday Recovery Community Center programming.
- Provide peer support services to LLC Candidates and Members on and off site.
- Assist and lend support to the Director of Care Continuum in accessing barrier removal on a case-by-case basis as needed.
- Accompany on-site QRT officer when needed.
- Aid in the tracking process of Candidates and Members Care offerings delivered.
- Make Care and Employment calls on a weekly basis.
- Assist with implementation of the LLC Rewards Incentive Program.
- Participate in Candidate Conferences, documenting Candidate progress in Case Conference doc.
- Attend MRRT meetings for Life Learning Center with assigned Director, documenting MRRT recommendation in Case Conference doc.
- Assist during Orientation and execute Care Connect.
- Serve as facilitator as well as back up facilitator in the event the volunteer faculty is absent. Serve as a resource for new volunteer faculty.
- Other duties as assigned.

Qualifications

The ideal candidate will possess most of the following qualities:

- Preferred education of bachelor's degree in Social Work, Psychology, Criminology or related field, or equivalent experience.
- Public speaking and strong communication skills, experience working with vulnerable populations including individuals living in poverty, ability to project a caring demeanor, motivate individuals and maintain high expectations for accountability.
- Excellent oral and written communication skills.
- 3-5 years' experience direct service programming.
- Diverse candidates are encouraged to apply.

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Position Description

Mission: The Life Learning Center will deliver a holistic, integrated continuum of learning and care to help at-risk citizens step to their highest potential.

Position Title: **Alumni Engagement/Volunteer Coordinator**

Accountability: Alumni Engagement/Volunteer Coordinator will report to Vice President of Operations

Position Summary: This individual is responsible for cultivating meaningful, long-term relationships with program graduates (Members), coordinating alumni programming, managing volunteer engagement, and planning and executing all organizational events. This role plays a vital part in strengthening the Life Learning Center community by fostering continued connection, engagement, and support for the organization's mission

The ideal candidate is relational, highly organized, mission-driven, and skilled in event coordination and community engagement.

Essential Duties and Responsibilities:

Alumni Engagement

- Develop and implement a strategic alumni engagement plan.
- Maintain accurate and up-to-date alumni contact and employment records and engagement tracking.
- Serve as the primary point of contact for program graduates.
- Plan and coordinate graduations, alumni events, contribution, and continued education.
- Identify opportunities for alumni involvement as mentors, ambassadors, speakers, or volunteers.
- Support alumni success stories and testimonials for marketing and development purposes.

Volunteer Coordination

- Develop and oversee a comprehensive volunteer program aligned with organizational needs.
- Onboard, train, and retain volunteers.
- Maintain volunteer database, track hours, and ensure proper documentation.
- Coordinate volunteer schedules and assignments across departments.
- Provide ongoing communication and appreciation initiatives to retain volunteers.
- Ensure volunteer compliance with organizational policies and procedures.

Event Planning & Management

- Lead planning and execution of organizational events including graduation ceremonies, Recovery Community Center events, and alumni gatherings.
- Work collaboratively with leadership, development, and program teams to ensure events align with strategic goals.
- Manage event processes and guest communications.
- Oversee event setup, execution, and breakdown.
- Conduct post-event evaluations to measure success and identify improvements.

Community & Relationship Building

- Strengthen relationships with community partners connected to alumni and volunteer engagement.
- Represent Life Learning Center at community functions as needed.
- Collaborate with Development and Marketing teams to support fundraising and outreach efforts.
- Assist in the development and implementation of recovery social events and manage events in a Recovery Community Center calendar of events.
- Facilitate various recovery support groups if needed.



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- Assist with planning and executing Saturday Recovery Community Center programming.
- Serve as back up facilitator in the event coverage is needed.
- Other duties as assigned.

Qualifications

The ideal candidate will possess most of the following qualities:

- Bachelor's degree in nonprofit management, communications, event planning, social services, or related field preferred.
- 2–3 years of experience in volunteer coordination, alumni engagement, event planning, or nonprofit work.
- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Ability to manage multiple projects simultaneously.
- Experience with CRM or database management preferred.
- Commitment to the mission and values of Life Learning Center.
- Relationship-builder with strong emotional intelligence.
- Highly organized and detail oriented.
- Self-starter with the ability to work independently.
- Creative problem solver.
- Strong written and verbal communication skills.
- Professional and welcoming presence.
- Ability to project a caring demeanor, motivate individuals and maintain high expectations for accountability.
- Diverse candidates are encouraged to apply.