



## **Job Description**

**POSITION TITLE:** Project Manager – design, construction, management

**MISSION:** The Life Learning Center delivers a holistic continuum of education and care to equip at risk citizens to step to their highest potential.

**ACCOUNTABILITY:** The Project Manager reports directly to the VP of Operations

**SCOPE OF POSITION:** The role will coordinate and manage the expansion of Centers for the Life Learning Center, initially throughout Kentucky, and then to other states as the organization expands its footprint. They will recruit and hire architects, put together project cost budgets, schedules, recruit and secure bids from contractors and supervise the entire process, payments, and all other issues tied to expansion. The role requires strong leadership, communication, and problem-solving skills to manage and deliver targeted results. Some travel will be necessary based on the expansion of site locations.

- Develop project plans, budgets, and schedules for activities, including building code, local municipal codes, and other approval processes, including zoning, if any, are researched and identified.
- Ensure owner activities, and design and construction activities move according to agreed schedules.
- Prepare RFP's for purposes of bidding the work, interview bidders, general contractors as well as specialty contractors as the case may be, secure competing bids.
- Manage the various contractors and vendors, monitoring the progress of the construction activities on a regular basis and holding/participating in weekly status meetings with all the team members, both internal and external, cause reporting with consistency from the contractors; and ensure that the projects maintain schedule.
- Maintain strict adherence to the budgetary, quality and safety guidelines through hands on management of details.
- Inspection of construction site to monitor compliance, especially quality control, safety, cleanliness and other applicable regulations.
- Identify the elements of project design and construction likely to produce constructability issues and plan solutions to the problems prior to beginning construction of the project.
- Prevent cost claims and over runs by pre-emptive management, and timely actions.
- Manage revisions, changes, and additions to contractual agreements.
- Review progress and provide preliminary payment approval submitted by all contractors, subcontractors, and vendors, and submit to owner entity for payment.
- Ensure project documentation and reports are complete.
- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

### **WHAT IS NEEDED FOR THIS POSITION:**

10-15 years of construction management experience on commercial projects.

- Bachelor's degree in engineering and/or construction management, or the equivalent.
- Knowledge and experience all construction phases and field operations
- Strong attention to detail, sense of urgency, great communicator, organized and team player



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

### 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.

- 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.

**Please send resume to [info@lifelearningcenter.us](mailto:info@lifelearningcenter.us)**

## Executive Director

Life Learning Center – Morehead, KY

### Position Overview

The Regional Executive Director (RED) is a full-time leadership role responsible for overseeing the operations of Life Learning Center (LLC) in Morehead, Kentucky. This position ensures the efficient and effective implementation of LLC's mission through program delivery, operational oversight, and community engagement. The RED reports directly to the President/CEO and works collaboratively with senior leadership to maintain the integrity and impact of LLC's programs while expanding outreach efforts in the region. This position is responsible for maintaining the highest standards of excellence and delivering the services of LLC with fidelity.

### Key Responsibilities

#### Operational Leadership:

- Oversee the daily operations of LLC Morehead, ensuring efficiency and alignment with the organization's mission and strategic objectives.
- Supervision of staff and volunteers.
- Coordinate with LLC Headquarters to implement policies and procedures to enhance operational effectiveness and compliance with organizational culture.
- Manage financial performance, budgeting, and resource allocation in collaboration with LLC Headquarters.
- Cultivate and maintain relationships with key community stakeholders, donors, and government partners to support LLC's expansion and sustainability.
- Represent LLC Morehead at public events, conferences, and community forums.
- Ensure that all LLC programs and services are delivered with fidelity and in alignment with the organization's core philosophy and mission.

#### Strategic & Organizational Development:

- Contribute to LLC's strategic planning efforts by aligning Morehead operations with the organization's long-term goals.
- Promote a positive and inclusive work culture, fostering collaboration among staff, volunteers, and community partners.
- Support fundraising efforts, grant applications, and donor engagement to secure funding for LLC Morehead's programs.
- Develop and implement risk management protocols to ensure compliance with all legal, regulatory, and ethical standards.
- Work closely with LLC's leadership team to expand programming and outreach in Morehead and surrounding regions.

#### Qualifications:

- Bachelor's degree in Business Administration or a related field required; Master's degree preferred.
- Minimum 10+ years of experience in senior management or business administration.
- Strong financial acumen, with experience managing budgets, grant funding, and financial reporting.
- Proven ability to recruit, manage, and develop staff and volunteers.
- Excellent communication, interpersonal, and public-speaking skills.
- Strong organizational and project management skills, with the ability to manage multiple priorities effectively.
- Passion for LLC's mission and a commitment to serving at-risk populations.
- Willingness to work flexible hours, including evenings and weekends, as needed.

#### Preferred Competencies:

- Knowledge of workforce development and serving the "at-risk" population to gain employment.
- Familiarity with data management systems for tracking program impact and participant outcomes.
- Strategic thinking and problem-solving skills with a hands-on, results-driven approach.