



## **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.



Life Learning Center

## Position Description

### 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.



Life Learning Center™

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.

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



## 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.



## Position Description

- 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.