Life Learning Center™

Education and Employment Director

Life Learning Center – Morehead, KY

Full Time – On-Site

Position Overview

The Education and Employment Director provides strategic and operational leadership for the Education and Employment functions within the Life Learning Center, working closely with the Executive Director to enhance program efficiency, compliance, and long-term impact. This role oversees curriculum development, instructional quality, and program delivery, ensuring fidelity to core educational programs and continuous improvement through performance evaluation and professional development. It manages program logistics, volunteer instructors, and data reporting via the Learning Management System, while also supporting Candidate progress and satisfaction. The position builds and maintains employer partnerships to drive employment outcomes and facilitates job readiness programs such as *Working Toward a Better Life*™ within the *Foundations for a Better Life* program. Additionally, the role leads cross-functional collaboration, supervises staff and social work cohorts, ensures policy compliance, and contributes to strategic planning and budgeting, all in alignment with the organization's mission, values, and long-term vision.

Key Responsibilities

Operational Leadership:

- Support the Executive Director in developing and implementing policies, procedures, and strategies to enhance operational efficiency, compliance, and effectiveness across programs.
- Lead and continuously improve the Education and Employment functions, ensuring both short-term performance and long-term impact.

Curriculum & Instructional Oversight

- Lead the development, implementation, and continuous improvement of all curricula aligned with the Life Learning Center’s mission.

- Ensure delivery and fidelity of core instructional programs through curriculum oversight and formal reviews.
- Evaluate curriculum effectiveness via performance benchmarks and outcome measures, reporting results for continuous quality improvement.
- Conduct ongoing evaluations and professional development for instructors to promote a culture of excellence.
- Address class disruptions and Candidate performance issues through disciplinary conferences and course correction planning in coordination with the Executive Director & the Enrollment and Care Director

Program Operations & Delivery

- Oversee instructional quality, Candidate satisfaction, attendance, and overall program success, ensuring policy adherence by all stakeholders.
- Coordinate program logistics including scheduling, classrooms, equipment, and instructional supplies.
- Facilitate and deliver the *Foundations for a Better Life* program.
- Recruit, train, and manage volunteer instructors, ensuring high-quality delivery.
- Monitor and support students' educational journeys, providing guidance, addressing inquiries, and tracking progress in coordination with the Executive Director & the Enrollment and Care Director
- Execute and maintain data management processes, including collection, analysis, and reporting within the Learning Management System (LMS).

Reporting, Compliance & Collaboration

- Prepare reports and presentations on program outcomes for stakeholders, including grant and contractual reporting.
- Collaborate with senior management and program staff to ensure a high-quality service environment.
- Coordinate with the Regional Executive Director on scheduling and strategic planning.
- Ensure compliance with data, attendance, instructional, and performance policies.

Employment Services & Employer Partnerships

- Build, manage, and maintain strong employer partnerships to support Candidate employment and long-term success.

- Track and analyze employment outcomes and develop statistical systems for monitoring job placements, tenure, and retention.
- Host hiring events, on-site interviews, and recognition activities with employer partners.
- Support and expand partnerships with local, state, and federal workforce agencies and other non-profits.
- Explore and secure new employer partnerships through networking and community engagement.
- Assist Candidates with resume preparation, applications, and employment search strategies through labs and instructional sessions.
- Facilitate the *Working Toward a Better Life*™ employment program.
- Engage employer partners and their employees as volunteers and donors in collaboration with the Regional Executive Director.

Volunteer Coordination

- Recruit, schedule, and support volunteers assisting in educational and employment services.
- Oversee volunteer involvement in resume labs, job searches, and other employment-related initiatives.

Strategic & Organizational Development:

- Serve 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.
- Foster proactive, cross-functional collaboration across departments, locations, and organizational levels to ensure effective implementation of strategic initiatives that advance our long-term vision and objectives.
- Support the recruitment and oversight of Bachelor's and Master's level social workers, ensuring alignment with cohort education/employment strategies and service delivery goals.
- Provide supervision and management for assigned LLC team members.
- Collaborate with the Executive Director in drafting and reviewing budget line items related to Education and Employment services.

Qualifications & Skills:

Life Learning Center™

- Strong personal commitment to LLC's mission and work.
- A minimum of 5 years of work experience and a bachelor's degree in associated field or equivalent military experience.
- Ability to manage volunteers, staff, Peer Support Specialists and interns.
- 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.
- Ability to conceive, develop and complete tasks without close supervision.
- Willingness to work in a flexible schedule to include evenings and weekends.
- Diverse candidates encouraged to apply.

To Apply:

Please send a PDF copy of your Resume and a Cover Letter to:

info@lifelearningcenter.us

Life Learning Center™

Enrollment and Care Director

Life Learning Center – Morehead, KY

Full Time – On-Site

Position Overview

The Enrollment and Care Director serves as a key operational and strategic leader within the organization, supporting the Executive Director in enhancing program efficiency, compliance, and overall impact. This role oversees the Enrollment and Care functions, leading service delivery across customized care pathways while managing data-driven performance metrics and partner engagement. The position coordinates Care Continuum programs, implements community-based initiatives and builds strategic partnerships with health, education, and residential service providers. It involves direct candidate and member engagement including intake and individualized support. Additionally, the role plays a central part in organizational development by contributing to cross-functional collaboration, supervising team members, and guiding budget planning. As a member of the leadership team, the position champions the organization's mission and vision while driving long-term strategy and community impact.

Key Responsibilities

Operational Leadership:

- Support the Executive Director in developing and implementing policies, procedures, and strategies to enhance operational efficiency, compliance, and effectiveness across programs.
- Lead and continuously improve the Enrollment and Care functions, ensuring both short-term performance and long-term impact.
- Develop and manage customized service pathways for Candidates and Members based on individual needs and assessments.
- Track, analyze, and report on care offerings, referrals, and engagement metrics to inform program improvements and partner performance.
- Oversee the Continuum of Care programs, coordinating activities with partners, Peer Support Specialists, and agency stakeholders.
- Recruit, manage, and formalize partnerships with educational, health, residential, and non-residential agencies to support care pathways.
- Proactively cultivate and maintain referral relationships with key agency partners, increasing referral volume and engagement through outreach, recognition, and regular communication.

- Represent LLC at community engagement events to recruit candidates and build awareness, including job fairs, GED events, and learning fairs.
- Conduct intake interviews, including drug screenings and background checks, and maintain complete enrollment records for all Candidates and Members.
- Collaborate with judicial and governmental agencies as needed to support candidate progress and compliance.
- Provide individualized support to Candidates and Members through problem-solving, goal-setting, and barrier removal assistance, including escalated case support.
- Manage Care Closet inventory and stewardship, ensuring consistent supply availability.
- Coordinate and lead programming, events, support groups, and incentive initiatives such as the Dignity Dollars program.
- Assist in creating marketing materials and outreach collateral to support program visibility and candidate enrollment.
- Serve as a liaison with city, environmental, and emergency agencies as needed.
- Support the development and execution of Orientation, sign-ups, and Care Connect events; serve as a back-up facilitator when needed.
- Prepare and submit monthly reports related to care services, grants, and programming outcomes.
- Actively enforce and ensure compliance with organizational policies for candidates and staff under supervision.
- Provide management, oversight, organization, and scheduling for candidates' transportation and logistics.
- Coordinate with LLC's Chief Communications Officer to ensure the development and creation of marketing materials to support program awareness and generate candidate enrollment.
- Other duties as assigned.

Strategic & Organizational Development:

- Serve 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.
- Foster proactive, cross-functional collaboration across departments, locations, and organizational levels to ensure effective implementation of strategic initiatives that advance our long-term vision and objectives.
- Support the recruitment and oversight of Bachelor's and Master's level social workers, ensuring alignment with cohort care strategies and service delivery goals.
- Provide supervision and management for assigned LLC team members.

- Collaborate with the Regional Executive Director in drafting and reviewing budget line items related to Care Continuum and Enrollment services.

Qualifications & Skills:

- Strong personal commitment to LLC's mission and work.
- A minimum of 3-5 years of work experience and a bachelor's degree in associated field or equivalent military experience.
- Ability to manage volunteers, staff, Peer Support Specialists and interns.
- 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.
- Ability to conceive, develop and complete tasks without close supervision.
- Willingness to work in a flexible schedule to include evenings and weekends.
- Diverse candidates encouraged to apply.

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Job Description

POSITION TITLE: Development & Construction Manager

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

ACCOUNTABILITY: The Development & Construction Manager reports directly to the Center's Vice President of Operations.

SCOPE OF POSITION: The Development & Construction Manager coordinates and manages the expansion of Life Learning Center locations. The role leads site selection; negotiations relationship with the communities, licensing agreements where applicable, puts leases in place, oversees and approves designs, and design professionals; prepares project cost pro formas; solicits and evaluates contractor bids; negotiates contracts; and manages projects from planning through closeout. Strong leadership, communication, and problem-solving skills are required to deliver projects, agreements, approvals, and all other necessary activities on schedule, within budget, and in accordance with quality and safety requirements. Travel will be required based on the location and timing of expansion projects as the expansion program grows over time.

KEY RESPONSIBILITIES:

- Work closely with Life Learning Center officers to facilitate and expedite geographic expansion programs, which will involve direct management of new outlying installations in Kentucky and Ohio, and licensed facilities operated by others in further removed locations.
- Evaluate recommended properties and locations as potential Life Learning Centers in identified expansion markets. Conduct due diligence to assess redevelopment suitability, including renovation requirements, construction feasibility, utilities, zoning, project costs, and overall site viability.
- Develop and or oversee project plans and schedules; research and identify, where applicable, building codes, municipal requirements, zoning requirements, and approval processes; and coordinate the preparation, review, and execution of contracts for project activities.
- Coordinate project activities among the Center, the respective community leadership, design professionals, contractors, and vendors in accordance with approved schedules and contracts while protecting the Center's investment.
- Prepare RFPs; interview general and specialty contractors, as applicable; solicit and evaluate competitive bids; and recommend contractors for selection.
- Manage contractors and vendors where employed for that purpose, and monitor construction progress. Lead weekly status meetings with internal and external team members, establish consistent -reporting expectations, and take appropriate action to keep projects on schedule.
- Prepare regular project status reports for the Center, including updates on schedule, budget, construction progress, risks, pending decisions, and required actions.
- Monitor and enforce compliance with budget, quality, and safety requirements through hands-on management and active oversight of project details.
- Inspect construction sites to monitor compliance with quality-control, safety, cleanliness, and other applicable requirements.
- Review contractor, subcontractor, and vendor payment applications; provide preliminary approval; and submit approved applications to the Center for payment.

- Maintain complete and accurate project records throughout the project, including contracts, change documentation, approvals, payment records, meeting records, and status reports.
- Coordinate final inspections and project completion requirements. Develop, track, and verify completion of all punch list items, if applicable

DESIRED QUALIFICATIONS:

- Ten years of experience in management roles with emphasis on real estate and/or development.
- Five to ten years of construction management experience.
- Bachelor's degree in engineering, construction management, or a related field.
- Knowledge of and experience with contract negotiation, planning, site selection or other contributing activities.
- Ability to manage multiple priorities with strong attention to detail, a sense of urgency, effective communication, organization, and collaboration.
- Demonstrated experience managing project controls and contract administration, including budgets, schedules, contracts, change orders, payment applications, and closeout requirements.
- Experience managing adaptive reuse, renovation, and redevelopment projects involving existing commercial buildings.
- Proficiency with Procore, Bluebeam, and Microsoft 365 applications.
- Ability and willingness to travel based on the location and timing of expansion projects.