



## **BCAT seeks a Student Support Coordinator**

Buffalo Center for Arts and Technology (BCAT) is seeking a part-time Student Support Coordinator to support the adult students' development and maintenance of positive personal agency and building strategies that keep our students on a path to graduation and employment. This position reports to the Adult Workforce Development Program Director. This position requires the Student Support Coordinator to schedule flexible hours Monday through Thursday between 1:00 pm and 8:30 pm. BCAT classes are currently scheduled Monday through Thursday from 9 am - 8:30 pm.

**Salary:** \$20 - \$25/hr

### **Essential responsibilities:**

- Building a trusting, supportive relationship with adult participants
- Meeting individually at least twice per course with adult participants
- Offer short-term counseling support and assistance with life challenges, strategizing solutions to address them
- Refer adults to an outside network of providers, or other resources (e.g., food, transportation, childcare) when appropriate
- Work closely with the adult workforce team to identify adults needing additional supports
- Collaborate with other BCAT staff to ensure adults achieve success in our program and in employment after graduation
- Provide classroom support of BCAT work readiness training including resume writing and practice interviews.

### **The right candidate will have:**

- An associate's degree in human services, psychology or social work
- Minimum of two years' experience working with adults utilizing social services, wrap around care
- Ability to form strong relationships with clients and stakeholders
- Excellent organizational, verbal, and written community skills
- Flexible, ability to work under pressure, and highly motivated to build successful outcomes for adult students

Interested candidates should submit a resume, cover letter and three references with names and contact information to [cpuccia@bufcat.org](mailto:cpuccia@bufcat.org). Applications will be accepted until the position is filled.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.