

Potential Employment Opportunities

Restoration Job is on the ground floor of its operations. We are currently seeking volunteers and potential employees for our database to fill the following positions once the company is operational. To advise us of your interest, you may submit your resume by mail, e-mail or facsimile, along with your salary requirements and availability. Once the interview process begins, you will be contacted to set up an interview with the Hiring Coordinator. Thank you for your interest in Restoration Job, Inc.

Office Manager for Restoration Job – Atlanta
Executive Administrative Assistant
Grant Assistance Manager
Fundraising Coordinator
Job Assistance Coordinator
Orientation Coordinator
Current Affairs and Economic Overview Coordinator
Ministry Coordinator
Personal Financial Workshop Coordinator
Counselor/Psychologist
Counselor/Psychologist
Educational and Training Coordinator
Administrative Coordinators (2)
Receptionist/File Clerk
IT Person
Health and Nutrition Coordinator
Business Seminar Coordinator
Daddy Hotline Coordinator

Office Manager

Responsibilities: The Office Manager of Restoration Job, Inc. will oversee the day-to-day operations of the entire office. The Office Manager will report directly to the Executive Director. Their duties will consist of implementing the programs set in place for the Area Office by the Director, including overseeing and coordinating the individual programs for each office and the personnel responsible for each task; assisting director with setting up and maintaining general office files, personnel files, taking applications and resumes for hiring; maintaining the volunteer hours and assessments; setting up and maintaining payroll records; overseeing the Ex-Offender Questionnaires; and assisting with the daily operations of the Miami or Atlanta Office.

Qualifications: Bachelor's Degree in Business or Accounting; five (5) years of supervisory experience, organization, coordination and performance of duties at a responsible level; knowledge of modern office practices, implementing and maintaining filing systems, and office décor and environment; knowledge of principals of managing and coordinating a variety of administrative functions efficiently; ability to type minimum of 60 wpm.

Executive Administrative Assistant

Responsibilities: This position is responsible for reporting to the Chief Executive Officer and Office Manager in all aspects of administrative and departmental support. This includes preparing reports, budgets, making travel arrangements and handling departmental correspondence.

Qualifications: High School Diploma or equivalent: Associates or Bachelors Degree a plus; five (5) years of clerical experience, three (3) of which must have included supervision, organization, coordination and performance of duties at a responsible level; knowledge of modern office practices, keeping and filing systems, and office environment; knowledge of principals of managing and coordinating a variety of administrative functions efficiently; ability to type 60 wpm; ability to communicate effectively with staff and general public; excellent computer skills; i.e. (Microsoft Office 2003); ability to prepare reports, budgets, spreadsheets, purchase requisitions and check requisitions; great organizational skills in order to keep and maintain and excellent filing system; ability to plan and execute in order to meet deadlines; strong writing and verbal communication skills with the ability to work well with others; ability to work with minimal supervision; and a team player; telephone etiquette a must.

Grant Assistance Manager

Responsibilities: The Grant Assistance Manager will be required to work with the Fundraising Coordinator in setting up fundraising events. This position's core responsibility, however, will be researching and writing grants, if necessary, researching guidelines for all funding from foundations, charitable associations, etc. and seeking any and all funding and other income that Restoration Job is eligible for to carry out its program activities and preserve its mission, vision and goals on a daily basis. This person would need to be extremely organized and possess the ability to keep accurate records on upcoming deadlines for grants that meet the requirements of social and human services, and prepare and maintain all records and technological requirements needed by Restoration in advance of submission deadlines.

Qualifications: Bachelor's Degree in Business or Accounting Preferred. 5-10 years experience in grant writing or fundraising required.

Fundraising Coordinator

Responsibilities: The Fundraising Coordinator will be responsible for coordinating fundraising events and seeking any and all unrestricted income and funding income that Restoration Job requires to carry out its program activities and preserve its goal. This position will create and maintain an active database of all participating charities, 100 Founding donors, etc., and handling all events associated with fundraising for Restoration Job.

Qualifications: High school Diploma or equivalent: Associates or Bachelors Degree a plus.

Job Assistance Coordinator

Responsibilities: The person handling this position will create and maintain an active database of all of the jobs available to ex-offenders and a list of all the companies that hire ex-offenders directly. Another aspect of this position will be to contact new companies under the direction of the Executive Director, and give them incentives to agree to hire ex-offenders. The Job Assistance Coordinator will keep up with any job literature that would be helpful to providing employment to ex-offenders. This person would also be responsible for advising them on proper attire and grooming for the appropriate interviews, very similar to an employment agency that provides temporary and permanent placement personnel.

Qualifications: This position will require 3-5 years of experience and/or a high school diploma; excellent customer service skills and superior communication skills.

Orientation Coordinator

Responsibilities: This position will be hands on, along with the Job Assistance Coordinator to assist ex-offenders returning to from prison with orientation to society. Through a comprehensive, self-help program, they will assess the individual needs that the inmate has going out and be directed to the proper facility or organization to help meet those needs. The Orientation Coordinator will be aware of current affairs and economics, and will work hand-in-hand with the Current Affairs and Economic Overview Coordinator, so that they can bring the inmate up to date with the current state of affairs and the things they will need to succeed in their new environment.

Qualifications: High school Diploma or equivalent: Associates or Bachelors Degree a plus.

Current Affairs and Economic Overview Coordinator

Responsibilities: This position will require the person to do research on and stay on top of current events daily, weekly and monthly, and compile them in such a manner to assist the Orientation Department and Job Assistance Department so that they will be able to work effectively to prepare the inmate for a positive transition and successful re-entry into society.

Qualifications: High school Diploma or equivalent: Associates or Bachelors Degree a plus; ability to plan and execute in order to meet deadlines; strong writing and verbal communication skills with the ability to work well with others; ability to work with minimal supervision; and a team player; telephone etiquette a must.

Ministry Coordinator

Responsibilities: There will be a part-time or full-time minister on staff, whose job it is to introduction the ex-offenders to the Word of God. They will be available for spiritual counseling and questions from the Bible on an as-needed basis. Their required job will be to offer the Word of God to people who do not know him, in an effort to assist them with faith, to help them survive.

Qualifications: High school Diploma or equivalent: Associates or Bachelors Degree a plus; ability to work well with people and a soft, and caring disposition; strong communication skills.

Personal Financial Workshop Coordinator

Responsibilities: This position will arrange workshops on personal finances and meetings to assist inmates with banking information and procedures, including their checking accounts, savings accounts, money market, budgeting, credit matters, mortgages, etc., and any financial information that is needed to help them grow and become aware in such a way that they will be to handle their monies properly once they obtain work and begin rebuilding their lives.

Qualifications: Associate's or Bachelors' Degree a plus; accounting, banking and/or financial background a plus, and extensive knowledge of financial and banking industry.

Counselor/Psychologist

Responsibilities: This Department will offer two or more full-time or part-time licensed psychologists on staff, who will be available to speak to troubled clients and provide them with referrals or the information needed to address their individual situations

Qualifications: Associate of Bachelor's Degree in Psychology.

Educational and Training Program Coordinator

Responsibilities: This position will be responsible for gathering and planning educational programs and organizing the curricula of existing programs set up by Executive Directing, along with educational centers in the metropolitan Atlanta and Miami areas. This position will be responsible to seeking various classes in a multiple range of fields throughout the Metro Atlanta and Miami. They will also be responsible for intake of and signing up of the ex-offenders referred to us by Georgia Department of Corrections, so see if they are eligible for Government assistance.

Qualifications: Associate or Bachelor's Degree in Education; valid State of Georgia Teaching certificate; strong educational and training background.

Administrative Coordinators (2)

Responsibilities: This position will require approximately 2 secretaries, who will be responsible for working closely with the Office Manager and Department members of Restoration Job in a support role. These positions will oversee 1 receptionist and 1 part-time file clerk. and will be responsible for handling all the administrative, secretarial and general office functions for the Coordinators and other professional staff.

Qualifications: High School Diploma or Associates Degree with emphasis in business or corporate; 2-5 years previous experience in administrative support role; basic understanding of financial concepts and event coordinator; Microsoft Office; organizational skills, good verbal and written communication skills, ability to multi-task; ability to be creative and flexible; strong interpersonal skills and positive caring demeanor in demanding situations.

ITT Person

Responsibilities: This position is responsible for computer networking and handling all computer hardware and software needs; installation of computers and programs designed specifically for Restoration Job either on a full-time or part-time basis.

Qualifications: Associate or Bachelor's Degree; ability to do computer systems maintenance and handle the computer network and office systems of company.

Health and Nutrition Coordinator

Responsibilities: This position will be responsible for assessing the health and personal hygiene of the ex-offenders and assisting them when necessary. They will be knowledgeable about health, nutrition and have some medical background.

Qualifications: High School Diploma or Associate's Degree.

Business Seminars Coordinator

Responsibilities: This position would work with Executive Director, and must familiarize themselves with the guidelines from the "The Art of Being Professional Business Seminars" founded by the Executive Director in the mid-80's, to assist and provide pertinent business seminars, which will be offered for a discounted fee to assist ex-offenders interested in learning about entrepreneurship, professionalism and quality in their new focus for a positive transition into a new life. This person would also offer information and assistance to those ex-offenders who may be interested in starting their own businesses in the future, and give them precise information to accomplish their goals.

Qualifications: Entrepreneurial and working knowledge of business.

Daddy Hotline Coordinator

Responsibilities: This position will work with Executive Director to become familiar with “Daddy Hotline,” a special program founded by the Executive Director to help children get to know and begin a relationship with missing fathers, who have been out of their lives because of incarceration and various reasons. This position will assist with Restoration Job’s reunification efforts between families and the ex-offenders re-entering society.

Qualifications: High School Diploma or Associate Degree required; Entrepreneurial and working knowledge of business.