



Reinvest Admissions & Partnership Coordinator

Position Title: Reinvest Admissions & Partnership Coordinator

Reports To: Reinvest Plan Officer (RPO)

Type: In Office/Hybrid | Contract Role – approximately 40 hours per week

Contract Amount: \$75,000 annually

Term: Grant Performance Period: Start Date – October 31, 2029

Anticipated Start Date: October 2026

Background

The City of Birmingham's Department of Innovation and Economic Opportunity (IEO) strives to make Birmingham a model of a thriving and resilient economy. Our mission is to put the residents of Birmingham first by creating quality jobs, preparing workers for those jobs, and ensuring that residents can access the skill development needed to obtain and retain them. IEO has five distinct operational lanes: Business Recruitment, Retention and Expansion; Office of Business Diversity and Opportunity; Workforce and Talent Development; Real Estate Management; and Data and Economic Impact.

U.S. Department of Commerce Economic Development Administration Distressed Area Recompete Pilot Program:

The Recompete Pilot Program invests in economically distressed communities to create and connect people to good jobs. This program aims to create renewed economic opportunities in communities that have for too long been forgotten. The program targets areas where prime-age (25–54 years) employment significantly trails the national average, with the goal to close this gap through large, flexible investments.

Reinvest Birmingham:

The Reinvest Birmingham Recompete Plan, led by the City of Birmingham, has received approximately \$20 million to support the persistently distressed neighborhoods of North Birmingham, Northside, Pratt, and Smithfield. Northwest Birmingham has experienced significant challenges caused by a legacy of disinvestment, systemic racism, pollution, and land use decisions. Recompete funding provides in-demand workforce training to residents in the target neighborhoods through various partnerships with workforce training providers, employers, educational institutions, and community organizations. The



funding also includes support for entrepreneurs facing disparities in training and capital access and expanding and improving transportation and accessible childcare in the target neighborhoods. The city's partnerships with organizations will create paths for residents to good jobs committed by Birmingham-area employers. This effort is being implemented in tandem with a \$50 million Choice Neighborhoods grant funded through the U.S. Department of Housing and Urban Development that was recently awarded to redevelop the Smithfield neighborhood.

Position Summary

The Reinvest Admissions & Partnership Coordinator serves as the primary coordinator for participant entry into Birmingham's workforce ecosystem.

Working in close partnership with the Reinvest Workforce Program Manager, this role focuses on strengthening admissions processes, referral coordination, wraparound resource navigation, and partnerships among workforce training providers. The Coalition Career Navigator works with the Workforce team, in alignment with coalition partners to improve coordination and remove systemic barriers while allowing training providers to remain the primary source of participant coaching and case management.

While not responsible for overall workforce strategy, this role provides specialized programmatic and coordination expertise critical to maintaining program integrity, workforce support, and cross-functional alignment.

Contract Terms & Compensation

This is a contracted position and is not classified as a permanent City of Birmingham employee role. As such, the individual hired will serve as an independent contractor and will be responsible for managing their own:

- Self-employment taxes.
- Health insurance.
- Retirement contributions. 5
- Paid time off (PTO) or sick leave.



All contractors of the City of Birmingham are required to obtain a City of Birmingham business license by the time of contract drafting and are required to maintain good standing throughout the duration of the contracted period.

The annual contract amount for this role is **\$75,000**, which is disbursed in accordance with the terms of the grant agreement. Contractors are not eligible for City employee benefits.

Key Responsibilities

Admission & Referral Coordination (Primary Portfolio)

Serve as the coalition lead for participant admissions and referral coordination.

Responsibilities include:

- Coordinate participant referrals across coalition partners.
- Manage participant pipeline from interest to program enrollment
- Facilitate warm handoffs between organizations.
- Support participant eligibility and admissions coordination.
- Monitor referral progress and identify barriers to enrollment.
- Assist in developing standardized referral processes.
- Maintain referral documentation within the coalition CRM.
- Improve participant movement throughout the workforce ecosystem.

Workforce Ecosystem Coordination

- Build relationships with coalition partners.
- Facilitate communication across organizations.
- Participate in coalition meetings.
- Identify opportunities for collaboration.
- Support implementation of coalition-wide initiatives.

Resource Navigation

- Maintain a comprehensive inventory of community resources.
- Coordinate transportation, childcare, housing, financial assistance, food assistance, and other wraparound supports.
- Connect training providers with appropriate community partners.



- Develop resource guides and referral tools.

Employment Support (Secondary Portfolio)

Support the Employment & Employer Partnerships Navigator by:

- Coordinating participant transitions to employment services.
- Sharing employer information with providers.
- Supporting hiring events.
- Assisting with placement coordination when needed.

Continuous Improvement

- Identify trends affecting participant enrollment.
- Recommend improvements to admissions and referral workflows.
- Support implementation of standardized coalition processes.

Qualifications & Experience

Candidates with experience in workforce development, education, human services, or grant-funded programs are strongly encouraged to submit for this solicitation.

- Bachelor's degree or equivalent professional experience in Workforce Development, Human Services, Public Administration, Business Administration, Social Work, Community Development, or related field.
- Minimum of three (3) years of experience supporting complex, multi-stakeholder initiatives, preferably within the public sector or grant-funded environments.
- Knowledge of workforce development programs and community resources.
- Demonstrated experience supporting federal and/or state grants.
- Demonstrated experience supporting high-visibility initiatives requiring discretion and professionalism.
- Strong experience coordinating services, referrals, or partnerships across multiple organizations.
- Experience managing multiple projects or priorities in a fast-paced environment.
- Proficiency in Microsoft Office Suite and experience using Client Relationship Management tools (CRMs), case management, or participant tracking systems.



- Ability to operate with a high level of autonomy, accountability, and sound judgment in fast-paced, complex environments.
- Strong organizational and systems-thinking skills, with the ability to problem solve, and manage multiple priorities and deadlines.
- Excellent written communication skills, including the ability to synthesize complex information for various audiences

Preferred Qualifications

- Experience supporting federally funded or grant-supported programs, particularly within economic or workforce development.
- Strong attention to detail and commitment to accuracy, accountability, and compliance.
- Experience managing relationships across organizations.
- Experience coordinating participant admissions, referrals, or intake processes.
- Experience building partnerships with community organizations and service providers.
- Experience developing or improving operational processes and workflows.
- Ability to represent Reinvest Birmingham professionally with employers and community partners.
- Experience working in politically or publicly visible environments is strongly preferred.

Submission Guidelines

All submissions due by 5:00pm CT on September 11, 2026

Email all submissions to Archie Stewart, Reinvest Plan Officer (she/her) at reinvest@birminghamal.gov

Subject line: Reinvest Birmingham – Reinvest Admissions & Partnership Coordinator - [First Name] [Last Name]

Completed submissions will include:

- Cover letter
- Resume/CV
- 3 professional references
- Portfolio, preferred not required



- Submit the written exercise outlined below as a Word document with your submission.

Written Exercise (Required)

As part of the submission, applicants must complete a written exercise to demonstrate their approach to the Reinvest Birmingham initiative. Before completing this response, please research Reinvest Birmingham and the U.S. Department of Commerce Economic Development Administration's Recompete Pilot Program.

Prompt:

In your own words, describe your understanding of Reinvest Birmingham's mission and why collaboration is essential to the success of large, multi-partner workforce initiatives. Based on your professional experience, explain how you would contribute to a collaborative environment involving workforce training providers, employers, community organizations, and public-sector partners. Submissions should be structured, concise, and reflective of your ability to bring your expertise to the initiative.

Responses will be evaluated based on demonstrated understanding of the initiative, independent and critical thinking, written communication, organization, and the ability to synthesize information from multiple sources.

Note: Responses should not exceed one page in length and should be completed independently. For all questions, please email Archie Stewart, Reinvest Plan Officer, at archie.stewart@birminghamal.gov.

Use of Artificial Intelligence (AI): Applicants may use AI tools to assist with research, brainstorming, or editing their written response. However, all submitted work must reflect the applicant's own understanding, judgment, and writing. Applicants are responsible for ensuring the accuracy and originality of their submission. Responses that appear to be entirely AI-generated, are inconsistent with the applicant's demonstrated experience, or cannot be substantiated during the selection process may result in disqualification from further consideration.

Full Expected Timeline:

Date	Activity
August 17 - September 11, 2026	Open Applications
September 17 & 18, 2026	Round 1: Phone Interviews
September 29 – October 1, 2026	Round 2: In-Person Interviews



October 9, 2026	Notification of Selection
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