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**MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD
POSITION VACANCY NOTICE
(OPEN TO IN HOUSE AND OUT OF HOUSE CANDIDATES)**

POSITION TITLE: Youth Services Specialist

REPORTS TO: Youth Programs Manager

JOB GRADE: 3 (35 Hours per Week)

POSITION SUMMARY

The Youth Services Specialist will be a key team member in implementing the wide array of MassHire Merrimack Valley Workforce Board (MMVWB) programs available for area youth. Under the supervision of the MassHire MVWB Youth Programs Manager, the Youth Services Specialist will work collaboratively with MMVWB and MassHire Merrimack Valley Career Center (MMVCC) staff to strengthen and improve innovative Merrimack Valley workforce development youth initiatives while implementing them with schools, partners, and employers for the benefit of the youth. The Youth Services Specialist will build on excellent relations with partners and employers to maximize the effectiveness and value of youth programs. The goal of the Youth Services Specialist is to improve the life prospects of enrolled youth by providing college and career guidance and job referrals. The Youth Services Specialist will assist the MassHire MVWB in attaining stated contractual outcomes.

The Youth Services Specialist will be responsible for working with our area youth to help them identify a career path that fits with available jobs in our region with good wages, benefits, and opportunity for advancement. The Youth Services Specialist will support the youth to identify career development opportunities through teaching youth about careers and post-secondary education opportunities, assisting with accessing education and training resources, facilitating employability workshops, placing and referring youth to employment through our employer relationships, coordinating career awareness, exploration, and immersion activities to expose youth to meaningful career/training and workforce opportunities, and provide youth with ongoing career-path coaching.

DUTIES & RESPONSIBILITIES

The Youth Services Specialist will be an integral part of the MMVWB team providing career readiness activities and access to occupational skills training and work opportunities for in-school and out-of-school youth. This position will primarily, but not exclusively, focus on implementing the MMVWB youth programs and initiatives for in-school youth and out-of-school youth.

The Youth Services Specialist's main responsibilities will include, but not be limited to:

- Career counseling, including:
 - Counsel/coach individual youth as they develop career plans and prepare for employment or post-secondary education.
 - Coordinate and assist in leading career development education activities to ensure youth are learning about careers and workforce opportunities.

- Case management, including:
 - Outreach, recruitment, assessment, and enrollment.

- Assess youth interests to develop an Individual Career/Employment Plan with goals and the steps required to achieve the goals.
 - Support the youth to make progress on their individual career/employment plan through ongoing case management on career development tasks and regular/ongoing follow up/check-ins.
 - Coach participants during training, job search, job placement, and post-employment.
 - Provide retention services to ensure continuation of employment.
 - Ensure confidentiality at all times.
- Facilitate work opportunities for youth, including:
 - Coordinate with employers, schools, and youth program providers to set up on-site hiring events.
 - Assists with coordinating employer panels, roundtables of employers, school districts, MMVWB and MMVCC staff as well as youth providers, and job fairs at local high schools.
 - Screen youth candidates for placement at area employers.
 - Provide support and coordination to all our youth programs and initiatives.
 - Placement and host/worksite support for assigned interns and/or participants of our programs.
 - Provide youth with career assistance regarding employment.
- Develop, facilitate, and present workshops:
 - Provide career exploration, job seeking skills, and job readiness workshops, often in area high schools. Workshops content will come from existing curriculum and staff developed lesson plans.
- Community Relations:
 - Must make cooperative relationships with communities, school districts, and businesses in the region to ensure local youth possess the skills they need to make informed and productive career and employment decisions.
 - Connect youth with the resources within our youth servicing partners to support education, and training tied to the career path. As appropriate, refer to specific programs such as Connecting Activities, YouthWorks, and WIOA Adult.
 - Maintain knowledge of all Career Center programs available for eligible youth as well as programs of partner agencies to refer youth to the appropriate program(s) to address needs.
 - Establish and maintain strong, collaborative relationships with community groups, funding sources, school staff, and other workforce development agencies or community agencies to secure needed resources to help youth achieve goals.
 - Maintain ongoing communication with the school staff and/or community referral partner through regular emails, phone call, and meetings, leading orientation session to the partners and other outreach and engagement efforts within our community.
- Record keeping and data entry:
 - Collect youth eligibility as per funders' requirements.
 - Document all program services, activities, and notes in our databases such as the Skills Library and YouthWorks.
 - Assist with data entry and overall file upkeep in employer, participant, and program databases.
- Department collaboration:

- Being a team player to ensure all tasks related to implementing MMVWB programs are completed.
- Cross train with other team members to provide coverage as needed.
- Employer relations:
 - Engage employers, with a specific target on STEM (Science, Technology, Engineering and Math) employers, high school-aged youth, professional staff of the region's schools, and youth program providers.
 - Perform outreach and recruitment to Merrimack Valley area employers to promote the various ways to serve the youth from the local community which include paid and unpaid internships; full time and part-time job placement; paid short-term work placements; job shadows and/or mentoring; guest speaker; teacher externships and employer panel events.
 - Coordinates with employers, schools, and youth program providers to set up on-site hiring events at schools and youth providers.
 - Maintains relationships with companies, including briefing sessions in person, virtually or by telephone; attendance at company functions; and other visits to companies.

The Youth Services Specialist may also be asked to perform other duties as assigned by his/her supervisor. Duties may be performed during evenings and weekends when key program delivery events are taking place, and the Youth Services Specialist must have availability during these times.

The Youth Services Specialist will be required to attend trainings as necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The preferred candidate will hold a bachelor's degree from a college or university in a related field, i.e., Human Services, and/or Humanities or equivalent.
- At least four years' experience in employment and training programs. Experience working with youth and disadvantaged groups.
- Have considerable knowledge of the hiring needs of employers, specifically for hiring young people.
- Must have the ability to follow verbal and written instructions and make appropriate decisions to meet specified goals.
- Previous experience with youth programming and workshop facilitation a plus.
- Ability to understand and be sensitive to the needs of the economically disadvantaged, high risk, and disabled youth.
- Must have excellent written and oral communication skills and be able to maintain detailed records on an automated and/or manual system.
- Ability to develop and maintain effective working relationships with others, work in a timely manner, and demonstrate strong problem-solving skills.
- Ability to plan, schedule and execute assigned tasks.
- Computer proficiency, especially with Excel and database entry and reporting.
- Must have own transportation and be willing to travel throughout the Merrimack Valley.
- Available to work flexible work hours as required.
- Bilingual English/Spanish preferred.
- Must pass a CORI check.

POSTING DATE:

January 24, 2023

APPLICATION DEADLINE:

Until Filled

PLEASE SUBMIT COVER LETTER & RESUME VIA EMAIL TO:

**Lynda Buote, Office Manager
MassHire Merrimack Valley Workforce Board
jobs@masshiremvwb.org**

EQUAL EMPLOYMENT OPPORTUNITY