



Capital Workforce Partners (CWP) is seeking a **Youth Employment Coordinator** to direct the youth development initiatives for in-school youth job preparation programs in collaboration with employers, the City of Hartford, and local school districts. This position will ensure that employers are at the center of the design process and that programming aligns with the Hartford college and career framework. **This is a grant funded position through June 30, 2021; continuation beyond 6/30/21 is contingent upon additional funding.**

Why might you want to join us?

CWP is a \$26M non-profit organization. As the state's regional Workforce Development Board in North Central Connecticut, Capital Workforce Partners helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. Our organization is guided by a Consortium of the region's chief elected officials and by representatives from business, education and labor serving on our Board of Directors. CWP invests in opportunity youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network. If you share our values and are passionate about our mission, read on!

What will the Youth Employment Coordinator do?

The Youth Employment Coordinator will coordinate the Hartford in school youth internship program designs in collaboration with the City of Hartford, CWP, and local employers. This involves implementing program employer engagement strategy for the Summer Youth Employment and Learning Program (SYELP) and the Hartford Student Internship Program (HSIP) as well as collaborating with the City to facilitate employer participation, minimize duplication, and maximize value-added experience.

The Coordinator will also support Hartford Opportunity Youth Collaborative (HOYC) activities and workgroups, communicate with stakeholders to ensure understanding of program design/procedures, oversee program improvement planning, review/analyze program performance, support development of internship program contractors, facilitate implementation of Work Based Learning tools, and provide training to contractors related to program design/requirements and data management, thereby ensuring compliance with reporting requirements.

This job could be for you if you possess the ability to:

- Work productively with businesses/employers to support participation in workforce development/youth development initiatives.
- Implement employer-supported initiatives to hire qualified job applicants upon completion of training/preparation program(s).
- Analyze program performance data to identify operational challenges and propose improvements.
- Produce decision-oriented, visually focused reports and recommendations for improvement.
- Communicate effectively in multiple modes (written, visual, verbal) to wide range of audiences, including Board of Directors, executive leadership, public officials, funders, employers, educators, contracted service providers, program staff, community partners, youth, parents.
- Produce readily understandable standard operating procedures succinctly describing program tasks.
- Collaborate productively with staff/partners at all levels.
- Produce practical recommendations to improve program performance.
- Appraise performance of contracted service providers; develop and coordinate corrective action.
- Plan for program enhancements to develop and pursue strategic objectives.
- Facilitate multi-sector collaboration to reach consensus on shared objectives and strategy.
- Provide technical assistance to multi-sector stakeholders, supporting effective implementation.

- Develop positive working relationships with businesses/employers, secondary and post-secondary educational institutions and leaders, community-based service providers, workforce development organizations.

In addition, we are seeking:

- Experience in workforce development strategy and implementation, youth development strategy/program operations, and employer engagement and business-to-business (private sector emphasis) strategy.
- Familiarity with work-based learning theory/practice and career competencies strategy.
- Successful management of vendor/grantee contractors.
- Experience in grant writing and resource development.
- Bachelor's degree (required) in business, economics, youth development, human services, economic development, education, and/or related fields.
- Three (3) years (minimum) of relevant work experience in workforce development, employment and training, education, youth development, human services, community building, economic development, strategic/operational planning, and/or related fields.

Are we talking about you?

If so, please submit your cover letter, resume, and salary requirement as soon as possible, but not later than **Friday, June 12, 2020**. Applications will be reviewed on a rolling basis prior to closing date. Submissions should be directed to:

Capital Workforce Partners
Human Resources Department
One Union Place 3rd Floor
Hartford, CT 06103
Email: HR@capitalworkforce.org

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