



CAPITAL WORKFORCE PARTNERS

POSITION DESCRIPTION

Youth Service Coordinator

Full Time Hartford, CT 06103

Now Hiring! Youth Service Coordinator

Location: Hartford

Schedule: Monday - Friday 8:30 am – 5:00 pm

What's In It for You:

- Compensation: Up to \$55,000
- 401(k), Insurance and benefits packages including Medical, Dental, and Vision
- Company paid time off and holidays offered

Who we are:

CWP is a non-profit organization that helps individuals overcome barriers and sharpen skills needed to succeed in future employment. We assist with a wide range of programs for both youth and adults to develop sustainable career paths as they enter the workforce. We champion 7 core values that drive our operation to success: Support, Creativity, Diversity, Positivity, Collaboration, Transparency, and Trust.

JOB SUMMARY: The Youth Employment Coordinator will be part of Capital Workforce Partner's Youth Services Team and is responsible for developing and coordinating year-round youth employment experiences and the necessary supportive services for youth with disabilities who are enrolled in the Aging & Disability Services (ADS) Level Up program. The Youth Employment Coordinator will establish positive relationships with Connecticut employers and will develop safe, appropriate, and supportive worksites for youth participants. This is a grant funded position contingent upon funding on an annual basis.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES:

- Develop year-round youth internship opportunities for Level Up students.
- Provide employability skills and career advising services to enrolled Level Up students.
- Coordinate and implement youth-employer job matching strategy.
- Identify and coordinate any supportive services required to ensure the successful participation of Level Up students.
- Ensure that all programming aligns with CWP's Summer Youth Employment & Learning Program (SYELP) and the Work Based Learning Network's (WBLN) 12 career competencies.
- Serve as the liaison to Aging & Disability Services (ADS) and community-based organization receiving CWP funding for ADS programming.
- Assist the Youth Services Manager with the development of service provider contracts.
- Provide technical assistance to employers, community-based organizations and other CWP partners.
- Provide administrative support with the collection and tracking of time sheets, monitoring of work hours and collection of documents needed for payroll processing.
- Facilitate worksite monitoring and the employer evaluation process for all participating employers.
- Review and analyze program performance; recommend/confirm operational improvements.
- Participate, as a member of the larger youth team, in all related internal and external meetings.

- Communicate with all stakeholders to ensure understanding of program design/procedures.
- Manage performance-related data entry, data collection, analysis, and reporting for the ADS youth employment program.
- Effectively manage a youth participant case load of 20-50 students per year.
- Produce presentations providing information in visual formats to facilitate understanding.
- Perform other relevant tasks as required, consistent with overall youth services responsibilities.

“JOB SPECIFIC” COMPETENCIES, SKILLS, AND ABILITIES:

- Work productively with businesses/employers to support their effective participation in workforce development/youth development initiatives.
- Analyze program performance data to identify operational challenges and propose improvements.
- Communicate effectively in multiple modes (written, visual, verbal) to wide range of audiences – Board, executive leadership, public officials, funders, employers, educators, contracted service providers, program staff, community partners, youth, parents, etc.
- Collaborate productively with staff/partners at all levels responsible for key program components.
- Produce practical recommendations to improve program performance.
- Facilitate multi-sector collaboration to reach consensus on shared objectives and strategy.
- Provide technical assistance to multi-sector stakeholders, supporting effective implementation.
- Ability to develop positive working relationships with array of stakeholders and relevant networks, including businesses/employers, secondary and post-secondary educational institutions and leaders, community-based service providers, workforce development organizations and leaders.

EXPERIENCE & EDUCATION:

- Two (2) years minimum 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.
- Experience in youth development strategy and program operations.
- Bachelor’s degree (preferred concentration in business, economics, youth development, human services, economic development, education, and/or related fields).

SPECIAL WORKING CONDITIONS:

- Fast paced work environment with multiple priorities and frequent deadlines.
- Fast-paced environment office environment with multiple priorities and frequent deadlines.
- Sit and stand for long periods of time.
- Daily use of a computer.

PREFERRED EXPERIENCE:

- Familiarity with work-based learning theory/practice and career competencies strategy.
- Workforce development strategy and implementation.
- Employer engagement and business-to-business (private sector emphasis) strategy.
- Familiarity with working with jobseekers with disabilities

SUPERVISION/MANAGEMENT RESPONSIBILITY: N/A

SPECIAL WORKING CONDITIONS:

- Fast-paced work environment with multiple priorities and frequent deadlines.
- Work hours are sometimes inflexible.
- Program deadlines may restrict time off.

ADA Checklist: Physical/Mental Abilities

Place a (x) by the physical/mental abilities which are critical to accomplish essential functions of job	
x	Use written sources of information, e.g. read reports, procedural documentation, and reference materials.
x	Use non-verbal visual sources of information, e.g. graphs, tables.
	Perform detail work requiring visual accuracy, e.g. repair electronic equipment
x	Use verbal auditory sources of information, e.g. interviews, group meetings.
x	Use non-verbal auditory sources of information, e.g. alarms
x	Use oral communication to perform work, e.g. answer telephone, receive visitors
x	Digital dexterity, e.g. using computer keyboard
x	Stand
x	Sit
	Reach
	Grasp
	Lift/Carry – Please note amount (pounds) required: <u> lbs </u>
x	Walk
	Climb
	Kneel
	Squat/Bend
x	Push/Pull
x	Make minor decisions requiring limited judgment, e.g. task sequencing, filing, sort mail.
x	Make general decisions in the absence of specific directions, e.g. prioritizing workload.
x	Perform activities requiring sustained concentration, e.g. designing, planning work.
x	Other physical/mental requirements of the job, i.e. travel, attendance

CWP Flexible Work Arrangement (FWA)

Remote Work: Eligible
 Flex Time: Eligible
 Compressed Schedule: Eligible

Capital Workforce Partners participates in the federal government's E-Verify program, which confirms employment authorization of all newly hired employees and most existing employees through an electronic database maintained by the Social Security Administration and Department of Homeland Security. For all new hires, the E-Verify process is completed in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to www.uscis.gov and click on 'E-Verify' located near the bottom of the page.

Compensation: Up to \$ 55,000

To apply, please send your resume and cover letter to: dsmith@capitworkforce.org and include Youth Service Coordinator in the subject line.