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| Job Title | Alumni/Transition Worker, YouthBuild |
| PVN ID | BM-2309-005832 |
| Category | Instruction and Social Service |
| Location | BOROUGH OF MANHATTAN C. C. |
| Department | MEOC |
| Status | Full Time |
| Annual Salary | \$42,000.00 - \$50,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 18, 2024 (Or Until Filled) |

General Description

This Manhattan EOC YouthBuild program position is funded by the US Department of Labor (USDOL). The YouthBuild grants “support pre-apprenticeships that educate and train young people, from ages 16 to 24, who are neither enrolled in school nor in the labor market for jobs in high-demand industries. These industries include the construction industry, for which YouthBuild grants will help deliver education and training to enable students to use their abilities to build or rehabilitate affordable housing in their communities for low-income or unhoused families.”

The Manhattan EOC YouthBuild program is located at 163 West 125th Street, New York, NY 10027. The construction component of the program is also located in Harlem. Applicants should be able to travel to and within Harlem with ease and comfort. At this time CUNY and RFCUNY positions are a minimum of 70% in-person. This project schedule is from 8am to 4pm Monday – Friday. Applicants must be available to work this schedule. Some evenings and weekends may be required.

Position Summary

This is a temporary full-time grant-funded position from the hire date through September 2026. Applications to be reviewed immediately. This position will be supervised by the YouthBuild Project Director or designee.

The YouthBuild Alumni/Transition Worker is responsible for collaborating with the Youth Development Worker and the participant from intake, through active programming, and at a minimum for a year after active programming with the goal of ensuring youth are placed in employment or other post-secondary opportunities including training and apprenticeship programs.

The Alumni/Transition Worker:

- In collaboration with the Project Director and YouthBuild staff develops career development, and life-skills workshops for youth participants
- Provides one-on-one career counseling to participants and supports the development of a transitional plan

- Facilitates youth leadership development workshops, and embeds youth development and leadership training into the instructional and occupational skills training and that prepare participants for completion by providing guidance, training, and support to enable them to envision, actualize, and follow through on post-secondary and workforce goals
- Tracks participant progress towards educational/career placement and meets regularly (weekly or biweekly) with participants to review their transition plan, monitor participant progress, and ensure program compliance
- Plans for and participates in the youth schedule such as morning meeting, and other activities as appropriate
- Documents work efforts in YouthBuild and/or Manhattan EOC systems of record including progress notes, contacts with youth, youth outcomes, etc.
- Acts as a resource and guide for all YouthBuild alumni in their effort to obtain and retain employment or post-secondary training and education
- Develops a network of external employment for job shadowing experience, guest speaker opportunities, short-term internships, and employment placement
- Develops a network of external post-secondary partners to support participant understanding and awareness of apprenticeship programs and additional post-secondary training or educational opportunities including college tours, and panel discussions of apprenticeship providers, employers, etc.
- In collaboration with partners, organizes post-secondary awareness activities such as job shadowing, tours of employers, apprenticeships, and colleges, etc.
- Supports regularly scheduled quality assurance program reviews to ensure compliance with program and professional standards

Other Duties

- Be knowledgeable/familiar with YouthBuild program policies and procedures essential to program monitoring to achieve stated program outcomes
- Participate in program planning and staff trainings
- Other duties as assigned

Qualifications

- Ability to communicate effectively in person and in writing with a wide range of individuals and organizations
- Ability to utilize multiple data tracking systems and electronic systems of student record to enter student data, review data, and generate reports
- Ability to support a youth development program
- Ability to develop an understanding of the YouthBuild framework
- Ability to set appropriate boundaries with participants
- Awareness of the social, economic, and cultural factors that affect our participants
- Detail oriented, self-motivated, and highly organized
- Ability to embrace the YouthBuild model driven by the values of accountability, love, collaboration,

diversity, and leadership and ensure the model is embraced by all staff and partners

Minimum Qualifications:

Bachelor's degree and a minimum of 2 years of experience in youth development, advisement, or similar

Preferred Qualifications:

- Prior experience with a YouthBuild project is helpful
- Additional language skills are appreciated