
Job Title	ACE Youth Employment Specialist
PVN ID	LA-2209-005088
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Career Development Center
Status	Full Time
Annual Salary	\$50,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Jan 07, 2023 (Or Until Filled)

General Description

The Division of Adult & Continuing Education at LaGuardia Community College of the City University of New York (CUNY) seeks a youth employment specialist to join the Career Development Center team. The Employment Specialist will develop and manage relationships with potential employers that will create job openings that are complementary to the participants' skills and career advancement goals in Healthcare, IT and Construction sectors.. The employment specialist will also coach program participants in job readiness skills and will match them with jobs in the appropriate sectors through building relationships with employers and tracking employment prospects throughout the New York City area.

Responsibilities include, but are not limited to the following:

Employer Partnership Development:

- Actively research, engage, and cultivate relationships with new employers
- Create and manage database of employer contacts
- Attend job fairs, host on-site employer visits, and conduct in-the-field employer recruitment
- Identify services to better meet employer needs
- Review and evaluate efficacy of marketing materials

Job Placement/Readiness:

- Liaise with potential employers to match participants with available job openings
- Arrange interviews with potential employers for participants
- Consistently engage with and follow up with participants during their job search and after job placement to ensure success
- Manage database to track participants' employment status
- Track and report job placement and retention data on a regular basis
- Work with students to create a comprehensive career path
- Provide critical feedback to students from employer partners and help match students to specific roles in the organization

- Meet with stakeholders, including LAGCC program teams and partners at The Door, to provide updates on job placement and participant challenges and successes. Work collaboratively to develop and adjust strategies for successful job placement based on student and employer feedback over time.

Employment Research:

- Utilize various resources (newspapers, internet, agencies, chambers of commerce, etc.) for job leads related to training
- Research the labor market in NYC using real-time Labor Market Information (LMI) tools and other resources, and identify opportunities for program and curriculum development based on that research
- Consistently utilize real-time labor market information tools to locate employment opportunities for participants

Other Duties

Program Support:

- Lead in the screening of applicants recruited for the program
- Serve as a liaison between the program stakeholders
- Complete all funder required paperwork and reporting
- Work collaboratively to ensure milestones are met

Qualifications

- Bachelor's Degree required
- At least 3 years of directly related experience required
- Experience working with diverse youth population including individuals with varied levels of job readiness skills and work experience
- Documented experience tracking employer and participant activities and outcomes
- Passion for helping others and enthusiasm for employment and labor market issues
- Ability to multi-task in a fast-paced, target oriented environment
- Excellent written and oral communication skills
- Ability to communicate effectively with people of diverse cultures and backgrounds
- Existing contacts within businesses and experience presenting to business/industry preferred