

Job Title	Employment Coordinator
PVN ID	ME-1904-003014
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	YABC Program
Status	Full Time
Annual Salary	\$38,000.00 - \$41,500.00
Hour(s) a Week	35
Closing Date	Sep 13, 2019 (Or Until Filled)

General Description

The Young Adult Borough Center (YABC) and Learning to Work Center at Thomas Jefferson Campus is an evening educational/youth development program that provide New York City high school students an alternative pathway to graduation. Students enrolled in YABC also include young adults who chose to leave daytime classes due to circumstances such as employment or adult responsibilities. YABC offers students an opportunity to participate in a non-traditional educational program geared toward helping them prepare for a high school diploma and making critical career choices (i.e. college, employment or vocational training). This unique program combines academic classroom instruction, tutoring, career exploration, case management, work readiness training, and subsidized internships. Students attend classes Monday through Sunday. In addition to YABC students accumulating credits toward graduation at an accelerated rate, they receive an elective credit for participating in paid internships. Our overall goal is to provide the students with internships that provide them with the skills necessary to pursue their individual career goals. Once all of the credits toward graduation have been completed students obtain a local and or regents diploma from their sending school.

Other Duties

- Recommends qualified candidates for paid internships
- Monitors job postings.
- Contact qualified candidates of scheduled interviews.
- Follow-up on the status of all applicants in the interview process.
- Update all candidate status changes as candidate goes through interview process.
- Responsible for the collection and review of paperwork of internship participants and prepares written reports relative to participant status
- Counsel candidates on proper work readiness and other work related processes and procedures.
- Responsible for LTW weekly workshops and arranges for external presenters on a weekly or monthly

basis.

- Manages day-to-day operations of program to assist students in obtaining their employment and training needs and other community resources.
- Develops and monitors system of information and data collection related to outcome measures.
- Supervises workgroups and/or special projects (e.g. business day, assessment committee, etc.)
- Arranges for and/or participates in program presentations (e.g. civic and school groups, community organizations, etc.)
- Recruits businesses to become involved in the Young Adult Learning to Work Center through listing jobs, and conducting on-site recruitment

Assist in the daily student advocate responsibilities of the YABC Youth Development Model. Other duties as assigned and deemed necessary by director for functionality of the overall program.

Qualifications

The ideal candidate will possess a minimum bachelor's degree in a related field. Minimum 4 years employment placement experience preferably with youth between the ages of 17-21. Experience within a high school or post-secondary setting is highly preferred.