

<b>Job Title</b>	Employment Specialist
<b>PVN ID</b>	ME-2504-006812
<b>Category</b>	Instruction and Social Service
<b>Location</b>	MEDGAR EVERS COLLEGE
<b>Department</b>	SPCD
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$38,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 29, 2025 (Or Until Filled)

## General Description

---

The Young Adult Borough Center (YABC) at Thomas Jefferson Campus High School is an evening educational/youth development program that provides 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 Thursday. 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 the credits toward graduation have been completed students obtain a local and or regent diploma from their sending school.

## Other Duties

---

- Recommends qualified candidates for paid internships
- Monitors job postings
- Contact qualified candidates for 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 related to participant status
- Counsel candidates on proper work readiness and other work-related processes and procedures
- Responsible for Work Readiness weekly workshops and arrangements for external presenters on a

weekly or monthly basis

- Manages day-to-day operation of internship programs 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 and career field trips. (e.g., civic and school groups, community organizations, etc.)
- Recruit's businesses to become involved in the Young Adult Borough Center through listing jobs and conducting on-site recruitment
- Assist in the daily student advocate responsibilities of the YABC Youth Development Model such as individual counseling, attendance outreach, and other duties as assigned and deemed necessary by CBO Director for functionality of the overall program

## Qualifications

---

- The ideal candidate must 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 high school or post-secondary setting is highly preferred
- Experience with data collection using various applications
- Experience planning student events
- Experience with student outreach
- Must have great communication and writing skills
- All candidates must be fingerprinted in order to work in a Department of Education Building