



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**

484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Youth Employment Coordinator, JEC, Full Time (37.5 Hours)**

The Youth Employment Coordinator will be responsible for coordinating the Job and Education Center (JEC) youth employment programs to include day-to-day partner management and engagement, facilitating work readiness curriculum, and building relationships with youth and employers.

This position requires interaction with the JEC team, agency partners, and clients of Worcester Community Action Council, Inc. Excellent customer service skills are critical.

### **Qualifications:**

- High School Diploma or Equivalency required. Bachelor's degree preferred. Related experience considered.
- Must be proficient in Microsoft Office and the ability to navigate database software.
- Ability to work effectively and cooperatively with staff and clients from diverse cultural, educational and socio-economic backgrounds required.
- Excellent written and oral communication skills.
- Experience working with at-risk youth required.
- Experience supervising staff preferred.
- Ability to maintain confidential information.
- Attention to detail and accurate paper work essential.
- Good interpersonal and organizational skills.
- Must be able to multitask and work in a busy environment.
- Bilingual ability preferred.

### **Special Certification or Documentation:**

- Ability to successfully complete a CORI/SORI review.
- Evening hours may be required to meet the needs of youth.

### **Duties and Responsibilities:**

- Serve as primary point of contact for youth employment programs.
- Coordinate the youth employment program intake and eligibility process.
- Work with JEC team to coordinate youth job placement process and ensure youth have appropriate wrap-around supports, make referrals for services as needed and coach youth to meet their employment and/or training goals.
- Coordinate and facilitate employer partner orientation at the start of each youth employment program.
- Maintain positive working relationships with employer partners. Communicate regularly with worksite supervisor to ensure a successful experience.
- Monitor employer partners for compliance with all applicable state, federal, and program rules and regulations in regards to youth employment.
- Review accuracy of timesheets and payroll submission.
- Manage and coordinate weekly site visits to employer partners.
  
- Work with JEC Assistant Director to develop best practices for youth outreach and recruitment, youth employment and work- readiness programs and partner management.
- Coordinate and facilitate Commonwealth Corporation's Signal Success® work readiness training, to include scheduling and guest speakers.
- Establish and maintain positive mentoring relationship with youth.
- Maintain detailed client files of youth employment program participants to meet funder compliance requirements.
- Maintain detailed client database for JEC youth employment programs, including data entry in CSG Engage, Excel and Apricot, tracking program requirements, and ensuring accurate information is maintained.
- Update program materials annually, to meet funder requirements, outreach, recruitment and partnership development practices.
- Attend Worcester Youth Jobs Task Force and other youth employment related meetings, as appropriate.
- Attend train-the-trainer workshops and other professional development trainings.

- Other duties may be assigned by the Executive Director.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to [hr@wcac.net](mailto:hr@wcac.net). AA/EOE. **Resumes must be received by January 4, 2019.**