



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
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Intake Specialist, YouthWorks Summer, Temporary Full Time (37.5 Hours)

WCAC's YouthWorks Summer Jobs Program provides summer jobs for low-income, at-risk, inner city youth between the ages of 14 and 21. Each summer, youth are provided with 18 hours of pre-employment training, along with 6-7 weeks of meaningful paid work experience, and daily supervision and support.

WCAC is seeking an Intake Specialist to work with YouthWorks applicants to receive and review intake forms and employment documents for the 2020 YouthWorks Summer Jobs program.

This is a seasonal, temporary position beginning April 6, 2020 through August 28, 2020. The Intake Specialist will work 37.5 hours per week, Monday to Friday from 8:30am – 4:30pm.

Qualifications:

- Demonstrate a personable and professional image at all times.
- Ability to coordinate and manage logistics relative to the collection of data.
- Must be proficient in Microsoft Office.
- Ability to multitask and work in a busy environment.
- Ability to work effectively and cooperatively with staff and clients from diverse cultural, educational and socio-economic backgrounds required.
- Excellent verbal and written communication skills required.
- Experience working with at-risk youth required.
- Ability to maintain confidential information.
- Bilingual ability preferred.
- Ability to successfully complete a CORI/SORI review.

Duties and Responsibilities:

- Coordinate YouthWorks intake process to include: receiving and reviewing applicant intake forms and related employment documents and assessing if additional information is needed.
- Coordinate with YouthWorks applicants to obtain missing or additional information relative to employment documentation by phone or in person. Maintain accurate checklists.
- Enter YouthWorks applicant personal information and demographics into a database. This will include handling personal and confidential information.
- Maintain filing system and Excel spreadsheet for all intake forms and applications so they may be easily accessed.
- This position will require interaction with partner agencies. The YouthWorks Intake Specialist must be able to interact with professionalism and exhibit excellent customer service skills.
- Perform various clerical tasks as needed.

Send cover letter and resume specifying position via email to hr@wcac.net or to the Human Resource Department, Worcester Community Action Council, 484 Main St, 2nd Floor, Worcester, MA 01608. **Application deadline is March 20, 2020.**

Worcester Community Action Council, Inc. is committed to a policy of equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, age, national origin, religion, physical or mental disability, pregnancy or pregnancy related condition, sexual orientation, gender identification, genetic information, membership in the uniformed services or any other classification which is protected under state or federal law.