

Job Description: Youth Career Counselor, MassHire Greater Brockton Workforce Board

Reports to: Executive Director

Job Summary: To work with the MassHire team to facilitate and promote the development of an effective public workforce development system for youth ages 14-24 in the Greater Brockton region and increase awareness of the programs and services provided by MassHireGBWB to the communities we serve.

Youth Development and Case Management

- Recruits and engages youth 14-24 for participation in programming
- Conduct intake and assessment interviews with referred youth
- Create restorative opportunities for program participants that facilitate competency development through activities that focus on life skills
- Maintain on-going contact with program participants and monitor progress toward completion of program requirements, providing individualized support as needed, including resource and referrals
- Maintain monthly follow-up when participants exit the program
- Coordinate connections to outside services and support systems and promote community involvement through on-going outreach and education
- Maintain timely and accurate records, case files and data base entries

Employer Driven Training/Technical Assistance

- Develops and implements programs responsive to regional employer's workforce needs, including identifying credentials & certificates in high demand fields
- Manage youth caseload for participant in training programs identified in the Blueprint programs and Recruit employer participation for program

Interagency Coordination

- Coordinate and facilitate meetings between MassHireGBWB partners to promote linkages in the system
- Facilitate connections between and among partners and related community-based organizations to facilitate the goals of the organization
- Coordinates and facilitates communication between businesses and educators

Data Management and Reporting

- Coordinates, compiles, and maintains the required database
- Keeps accurate records and data on all program related activities

Communications/Reporting/Public Relations

- Develops a variety of written materials including reports, letters, memoranda, and press releases for distribution to various constituencies such as Board members, state and federal officials, community leaders, business executives, and the media
- Participates in and reports on local and regional meetings as directed

Other Responsibilities:

- Manages special projects as directed

Preferred Qualifications:

- Five year's experience in workforce development or related field
- Knowledge of state and federal workforce system and grant regulations
- Prior experience writing and managing grants
- Understanding of the public/nonprofit environment

Minimum Qualifications:

- Bachelor's degree or equivalent and 2 years progressively responsible work experience in the public sector; or Associates degree and 3 years progressively responsible work experience in the public sector
- Ability to manage multiple complex projects with competing deadlines
- Excellent interpersonal, organizational, and communications skills
- Ability to work in a team environment
- Strong customer service orientation
- Ability to compile and analyze data for oral and written presentation
- Proficiency in computer use, specifically Microsoft Office Products

This is a full-time position with benefits. Position will remain open until filled.

Please submit your resume and cover letter specifying the job you are applying for to:

Rachel Cherry-Adams, Office & Facility Manager

Email: radams@MassHireGBWB.org

Review of resumes will begin immediately.

MassHireGBWB does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.