



GREATER BROCKTON WORKFORCE BOARD

JOB DESCRIPTION

- Job Description:** Job Coach
Temporary Contract Position, 25 hrs./wk., June 27 - August 27, 2021
- Reports to:** Director of Youth Services, MassHire Greater Brockton Workforce Board
- Purpose:** To recruit and engage employers and manage youth through virtual and hybrid project-based learning activities for the YouthWorks Summer Jobs Program

Primary Duties:

- Prepare, compile and sort documents for data entry
- Enter data from source documents into prescribed computer database, files and forms
- Complete registration and database information with employer & youth
- Maintain and review attendance and task submissions using google drive
- Maintain youth payment spreadsheets, review timesheets and invoices for accuracy
- Recruit employer participation for program
- Ability to complete Work-Based Learning Plan assessment youth
- Facilitate virtual workshop/trainings using Zoom, google classroom, etc.
- Other duties as assigned

Preferred Qualifications, Skills, Knowledge, Abilities

- Associate's (2 years in college) preferred plus some experience in the public workforce sector
- Expertise in software such as Microsoft office, Zoom, Google classroom/suites, etc. for remote delivery of services
- Ability to multitask, excellent written and verbal communication.
- Ability in implementing virtual project-based learning opportunities for students
- Experience in providing technical assistance and education to youth
- Experience working with school systems and youth organizations
- Demonstrated ability to work effectively with community partners

Minimum Qualifications

- High School Diploma or its equivalent required
- The capability to work remotely and have reliable internet service
- Ability to manage multiple projects
- Capable of taking initiative
- Ability to work in a team environment

This is a temporary, non-benefited position.

This contract position is funded through the Commonwealth Corporation YouthWorks program and will only be filled upon receipt of funding. Please submit your resume and cover letter to **Rachel Cherry-Adams, Office and Facilities Manager**, at Radams@masshiregbwb.org. Review of resumes will begin immediately and continue until the position is filled. This position may require travel, which is reimbursable, and the successful candidate must have reliable transportation.

MassHire Greater Brockton Workforce Board is an Equal Opportunity Employer