**JOB DESCRIPTION**

**Job Description:** Job Coach
Temporary Contract Position, 25 hrs./wk., completion date August 28, 2020

**Reports to:** Director of Youth Services, MassHire Greater Brockton Workforce Board

**Purpose:** To recruit and engage employers and manage youth through project-based learning activities for the YouthWorks Summer Jobs Program

**Primary Duties:**
- Virtually manage and coordinate a caseload of youth enrolled in the program using Zoom, google classroom, etc.
- Recruit employer participation for program
- Complete registration and database information with employer & youth
- Maintain consistent contact with employers
- Ability to complete Work-Based Learning Plan assessment youth
- Complete reporting as required
- 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