



### **Career Readiness Coordinator**

Full-Time/Exempt – 1 year position

Reports to Career Access Specialist

Revised: 6/18

### **Qualifications**

Interested candidates must have an Associates degree in Social Work, Communications or Psychology and 1 Year experience working with opportunity youth.

- Outstanding written and verbal communication skills
- Knowledge of Microsoft Office Suite
- Respect to diversity
- Workforce development experience preferred
- Excellent organizational and problem solving ability.
- Adhere to program regulations and standards.

### **Essential Role and Responsibilities**

- Execute career readiness curriculum for YBLC Programs
- Administer Gain/Wonderlic tests
- Assist students to discover and overcome their personal barriers and set career goals
- Guide students in learning to complete job tasks
- Administer Gain/Wonderlic tests

### **Administrative Responsibilities**

- Administer Program Applications and Registrations
- Organize and maintain student files according to program grant requirements.
- Collect program eligibility documents
- Keep records and documentation and prepare appropriate reports

### **Recruiting Responsibilities**

- Participate and provide support to the recruiting team: community outreach, intake, informational sessions, follow-up, etc.
- Assist students in obtaining documents needed for eligibility
- Lead and conduct prospective student informational sessions

### **Other Responsibilities**

- Adhere to the highest standards concerning student confidentiality and individual respect
- Collaborate with all staff to achieve or exceed program goals and outcomes
- General administrative tasks including filing, printing, faxing, data entry, etc.
- Valid state driver's license and good driving record
- Transport students for training and events as needed



- Represent YBLC in a professional manner at all times
- Serve as a member of the YBLC staff team by sharing ideas and concerns regarding member success and program quality
- Work in harmony with all YBLC staff, volunteers, contractors, and community partners
- Attend staff training and meetings
- Support agency as needed: donor events, mentoring students, Service Events, Mental Toughness, etc.
- Perform other duties as assigned