



## Employment Coordinator JOB DESCRIPTION

**Position:** Employment Coordinator

**Reports to:** Young Adult Programs Manager

**Summary/Description:** The Employment Coordinator manages RHI's Young Adult (YA) employment programs, which include internal programs and external placements. The role involves maintaining and establishing collaborations with businesses and organizations to develop employment and educational opportunities for RHI young adults (ages 18-24), as well as managing and implementing programs to support the young adults to lead self-determined lives.

**Responsibilities:** The responsibilities of the Employment Coordinator include but are not limited to:

### Create Avenues to Employment

- Establish and maintain external collaborations with individuals and businesses to develop employment opportunities for young adults
- Foster relationships with government agencies and community-based organizations to facilitate young adult employment
- Provide one-on-one job search support
- Facilitate and coordinate internal job readiness training program – two weeks long, 8 times per year
- Develop internships and job shadowing opportunities for RHI college students
- Develop and maintain database/inventory of employment, training, and internship opportunities

### Collaboration

- Track progress toward meeting participants' individual employment goals
- Work closely with the Case Manager and Technology Instructor to support participants' progress meeting employment goals
- Collaborate with RHI's Young Adult Team to assess the integrity of the referral process to Employment staff, plan events, and assist in YA program implementation
- Offer training on employment-related skills and knowledge to RHI staff, as needed

### Other

- Maintain accurate records including weekly logs, documentation of services, and sign in sheets for participation
- Ensure the employment pieces of RHI's Salesforce database are up to date
- Attend all staff meetings and planning meetings of the Young Adult Team

- Create monthly reports that track overall program progress and results

### **Skills, Knowledge and Abilities:**

- Proven ability to engage in strategic program development and long-term planning
- At least two years of experience working in job development, job placement, and job training
- At least one year of case management experience.
- Familiarity with local job placement agencies, job developers and opportunities within the world of work
- Experience facilitating group work and discussions among young adults
- Experience developing job readiness curricula
- Ability to embrace a strength-based approach to youth and community development within an urban context
- Strong interpersonal and communication skills, both written and verbal
- Ability to keep accurate records and statistics
- Willingness to collaborate on projects and work with a team

### **Experience and Qualifications:**

- Passionate about community-based youth development
- Bachelor's Degree; Master's in related field preferred
- Member of the Red Hook community preferred
- Bilingual (English/Spanish) preferred