



## Employment and College Retention Assistant (Part-Time) JOB DESCRIPTION

**Background/Summary:** For 16 years, [Red Hook Initiative](#) (RHI) has nurtured young people in Red Hook, Brooklyn, to be inspired, resilient and healthy, and to envision themselves as co-creators of their lives, community and society. A key component of our Young Adult (ages 18-24) Program is employment support services, from basic professional and interview skills to strategies for self-promotion, job placement and long-term job retention. The Employment and College Retention Assistant that supports the Young Adult Employment Coordinator has the opportunity to profoundly impact the livelihood and employment trajectory of over 100 young adults in a community where 75% of people aged 16-24 are unemployed.

The Employment and College Retention Assistant provides administrative support, one-on-one coaching, and basic case management for a group of the 185 young adults who are currently working towards an employment and vocational training, or higher education goal.

**Reports to:** Young Adult Employment Specialist

**Schedule/Status:** Part-time, non-exempt, 20-25 hours per week; flexible schedule, to include a combination of daytime and post-5:00pm hours as needed.

**Responsibilities:** The responsibilities of the Employment and College Retention Assistant include but are not limited to:

### Create Avenues to Employment

- Provide one-on-one employment and job search support, helping participants to set employment goals, create action plans and track progress towards meeting their individual employment goals.
- Work directly with young adults in areas such as coaching, resume writing, cover letter writing, job searches, job applications and interview preparation.
- Support with the creation, recruitment and facilitation of RHI's job readiness training workshops aimed at growing young adults' self-efficacy and employability, and in the coordination of 8-week internship placements for participants.
- Develop and maintain database/inventory of employment, training, and internship opportunities and young adults who are seeking employment.
- Conduct and track employment verification for employed young adults.

### Collaborate and Innovate

- Work closely with the Digital Stewards Job Training Program to support participants' progress in meeting post-training employment goals.
- Collaborate with RHI's full Young Adult Team (Social Worker, Case Manager, College Retention Specialist) to make necessary referrals, plan events, and contribute to the implementation of the young adult program strategy.
- Collaborate with RHI's High School Team to support youth who are pursuing vocational opportunities after high school.

## **College Scholar Support and Advocacy**

- Establish and maintain relationships with young adults enrolled in RHI's programs to ensure they are on track to graduate with a two or four year college degree.
- Foster connections between college students and their school community, and support students to navigate resources, including accessing financial aid and scholarships, tutoring, mental health, and other relevant resources toward achieving independence.
- Provide educational advocacy for young adults (support youth to secure transcripts and meet with on campus counselors, provide referrals to educational testing, etc.)
- Coach young adults to re-engage with the educational system to meet their academic goals (re-enroll in college, transfer schools, etc.)
- Maintain accurate case notes and files detailing the progress of each advocacy case.
- Work with other staff at RHI to develop and implement action plans for young people with regard to school and education.

## **Administration**

- Maintain accurate records including weekly logs, documentation of services, and sign-in sheets for training participation.
- Ensure the employment pieces of RHI's Salesforce database are up to date, including support services and employment verifications.
- Attend and contribute to all-staff meetings and Young Adult team and case conferencing meetings.
- Meet with supervisor on a regular basis to review progress on overall program goals.

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

- At least one year working in youth development, job readiness training, college retention or case management.
- 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
- High School Diploma required
- Associates Degree required
- Member of the Red Hook community preferred
- Bilingual (English/Spanish) preferred

To apply, please send resume and a short cover letter to [apply@rhicenter.org](mailto:apply@rhicenter.org) with 'Employment and College Retention Assistant' in the subject line.