



## JOB DESCRIPTION

### Youth Employment Program Facilitator

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## ABOUT RED HOOK INITIATIVE (RHI)

[Red Hook Initiative](#) (RHI) is a community-based nonprofit working to improve the lives of the more than 6,500 residents of Red Hook Houses, Brooklyn's largest public housing complex. RHI believes that the social change to overcome systemic inequities begins with empowered youth, and that change in communities should come from within. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community, and society.

Youth development, community building, and community hiring are at the core of RHI's approach to strengthen Red Hook's future. Our model gives young people and residents the tools, resources, and opportunities they need to interrupt the systems and barriers that perpetuate historic inequities for the community. Residents lead the way toward a more equitable, hopeful future.

RHI's programs include:

- **Youth Development:** RHI engages over 450 adolescents each year, from middle school through young adulthood, endeavoring to interrupt cycles of injustice and to build hope.
- **Building Community:** Working with Red Hook youth and adults to organize, exercise leadership to drive positive change for the community, and increase social cohesion to build a more resilient neighborhood.
- **Investing in Residents:** RHI hires locally and invests in residents who will improve their lives and the community in which they live. More than \$1.5M was earned in the last year by people from Red Hook.
- **Red Hook Farms:** A youth-centered urban agriculture and food justice program operating one of Brooklyn's original and largest farms. Red Hook Farms cultivates affordable, fresh produce and provides STEM and nutrition education, leadership development, and employment opportunities for local youth and residents.

Over our 20-year history, RHI's model and dedicated team have been nationally recognized for its innovative, place-based approach to social change.

## Learn more about our mission, programs, and impact:

[RHI's 2021 Impact Report](#) further highlights our work with neighborhood allies to bring Covid-19 resources into the Red Hook community through a recovery plan that is rooted in healing and aims to improve outcomes across health, education, economic mobility, and food access.

## THE OPPORTUNITY

**Position:** Youth Employment Program Facilitator

**Reports to:** Adolescent Program Manager

**Hourly Rate:** \$25 - \$30

**Status/schedule:** 10 hours/week, non-exempt, 5:30pm-8pm 2x a week on site at RHI January 2022 through June 2022.

The Youth Employment Program Facilitator will work closely with Tier 1 high school Youth Leaders who are participants in RHI's academic programs. The Youth Employment Program Facilitator works closely with Youth Leaders to grow their understanding of employment, careers, and the professional development skills they need to reach their career goals. The facilitator will help provide activities that keep youth connected to school and the community they live in. They will help youth engage in organized activities that build social emotional skills. Youth employment services are designed to promote academic achievement, positive cultural identity (acculturation), a sense of belonging, youth development as well as provide social, emotional and leadership



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opportunities that increase the personal, academic, and social skills youth need to be successful in life.

This person facilitates the Career Starters workshops for Tier 1 high school scholars. This person will supervise the implementation of the Career Starters curriculum for the Youth Leaders - Resume/ CV Writing, Mock Interviews, Career Planning, Job Skills Development, etc. The Youth Employment Program Facilitator will serve as a coach for the youth to actualize their dream career.

## KEY RESPONSIBILITIES

**The responsibilities of the Youth Employment Program Facilitator include but are not limited to the following:**

- Facilitates Career Starters 2x weekly
- Assists youth leaders with employment-related issues including development of resumes, cover letters, completion of job applications, and developing interviewing techniques.
- Provides counseling to youth leaders and provides support and feedback on workplace issues.
- Monitors computer labs and assists youth leaders with learning computer applications such as Microsoft Office.
- Maintains program attendance records
- Attends staff meetings, training, and supervisory sessions, as required.
- Performs all other duties as assigned

## CANDIDATE PROFILE

**The Youth Employment Program Facilitator should possess the following skills, knowledge, and personal attributes:**

- Excited about community-based youth development work & ability to work individually and as part of a team.
- Experience working in an employment support capacity with confidence in workshop facilitation
- Strong communication skills, both written and verbal.
- Proven ability to serve as a role model in an after-school setting.
- Ability to create and implement an educational plan.
- Ability to connect with people, provide needed support, demonstrate patience, and maintain a positive attitude.

## Experience + Education

- High School Diploma or equivalent
- Bachelor's Degree Preferred or Pursuing BA Degree
- Experience tutoring for NYS regents preferred: Global Studies, ELA, Mathematics, etc. Case management experience, at least 1 yr., preferred.
- Knowledge of NYC Public School Curricula and Common Core standards.
- Preferred at least 2-years' experience and knowledge of the New York City public education system, including special education, IEPs, and local and citywide educational resources. Strong understanding of benchmarks for academic promotion for grades 6-12 Computer skills; experience working with Google Office Suite and Salesforce. Residents of Red Hook preferred.



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#### COMMITMENT TO DEI + EQUAL EMPLOYMENT OPPORTUNITY

RHI actively engages individuals from all backgrounds and is committed to embracing diversity across all areas and aspects of the organization. We firmly believe that an atmosphere of civility and mutual respect towards individual differences and embracing an inclusive and equitable environment is indispensable to building a successful organization, contributing to a positive and meaningful employment experience for staff, and advancing the best possible outcomes for the clients served by RHI's programs. We are also committed to community hiring and supporting the job prospects of Red Hook residents.

As an equal opportunity employer, RHI is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law.

#### TO APPLY

Please email a cover letter and resume to: [apply@rhicenter.org](mailto:apply@rhicenter.org) with 'Youth Employment Program Facilitator' in the subject line.