



## **Pinellas Education Foundation**

**Job Title:** Youth Employment Specialist

**Department:** Programs

**Reports To:** Youth Connect Project Manager

**Salary Status:** Non Exempt

**About us:** The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

### **Job Description:**

The Youth Employment Specialist performs varied duties in assisting qualified youth, ages 16 – 24, with securing and maintaining employment. Builds effective relationships with local corporations, non-profit and government organizations and community partners to identify employment opportunities and to promote qualified youth participants. Facilitates and ensures program goals through the development and implementation of strategies designed to meet the desired outcomes of the program. Position works under general supervision, and requires exercising of independent judgment.

### **Responsibilities:**

- Develops and maintains relationships with local employers to identify employment, job shadowing or internships opportunities, develop Paid Work Experience agreements and to promote youth participants to employers
- Performs assessment of the work readiness skills of participants and conducts activities to enhance motivation and improve communication skills
- Assists youth with resume development
- Screens participants' work history and qualifications against employer skill requirements
- Works directly with youth to provide one on one job coaching and job skill development that will assist youth in maintaining long term employment
- Assists with quarterly follow up
- Provides follow-up services to ensure employment retention
- Responds to and resolves customer/employer conflicts
- Updates registrations in MIS to ensure they are full, current and complete
- Documents job referrals and follow up activities in MIS
- Monitors student's progress and prepares reporting correspondence for related files and records
- Meets specific program goals with customer satisfaction and job placement being the ultimate outcome

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- Performs other duties as needed to meet grant contractual agreement

**Educational/Experience:** A college degree is preferred but not necessary. Two (2) years' experience in recruitment and/or placement services, preferably working with youth

**Skills:** Strong organizational skills. Excellent presentation and public speaking skills and pleasant manner working with people. Ability to review job applications and requirements and match skill sets of individuals with job requirements. Knowledge of online job exchange systems and the use of keyword search engines and spidering technology

Knowledge of Federal & State laws and regulations relating to public employment services, the Workforce Investment Act, and other One-Stop Career Center programs incorporated through Florida's Workforce Innovation Act of 2000

Excellent writing ability and computer skills. Proficient in Microsoft Office Suite.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**Work Environment:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**Disclaimer:** The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Interested applicants may email ( [pcs.decourceyl@pcsb.org](mailto:pcs.decourceyl@pcsb.org) ) cover letter and resume. Please include the words, "YC Employment Specialist" in the subject line. No phone calls will be accepted.