



## **Pinellas Education Foundation**

**Job Title:** Youth Coordinator

**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 Career Coordinator grant funded position performs varied duties in the recruitment of students in appropriate career preparation programs. Works with Pinellas County Schools and other organizations in locating students who will qualify as participants under the terms of the grant. Works with guidance and admissions department to ensure students are assisted in the selection of an appropriate career preparation program based on aptitude and career assessment. Position works under general supervision, and requires exercising of independent judgment.

This is a full-time position working 40 hours/week.

### **Responsibilities:**

- Maintains knowledge of WIOA Youth regulations and program policies and procedures
- Works closely with PCS and other organizations and schools recruiting students
- Interviews and evaluates students, providing information on program participation requirements
- Assists students with enrollment paperwork
- Completes, updates and maintains an Individual Strategy Plan/Career Plan for all participants
- Prepares and tracks training budgets for eligible students, requests payments to vendors for training services provided to program participants
- Monitors student's monthly attendance and academic progress and prepares reporting correspondence for related files and records.
- Assists in enrolling all WIOA eligible participants in MIS systems, updates MIS records and cases notes timely and accurately
- E-files all documentation to Atlas
- Provides 3-6-9-12 month follow-up services and completes EF data entry as required by program policies and procedures
- Manages the distribution of achievement incentives, and transportation assistance
- Participates in audits and provides requested documentation

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- Performs other duties as needed to meet grant contractual agreement

**Educational/Experience:** Working knowledge of teacher and student experiences in public education. College degree is preferred but not necessary. Experience working with youth preferred.

**Skills:** Excellent presentation and public speaking skills and pleasant manner working with people. Strong organizational skills. Excellent writing ability. 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 [lisa.fasting@pinellaseducation.org](mailto:lisa.fasting@pinellaseducation.org) cover letter and resume. Please include the words, "YC Youth Coordinator " in the subject line. No phone calls will be accepted. The position pay rate range is \$17.50 - \$18.50/hour based on similar work experience.