

Title: Youth & Innovations Coordinator

Reports To: Executive Director

Salary Range: \$25,000 - \$33,000

General Description:

This position will serve as the Youth Coordinator and will act as lead on special projects as assigned. As the Youth Coordinator this position will assist in providing guidance, coordination, oversight and monitoring of youth services among service providers, including convening all agencies, community based organizations and other groups that provide services to youth within the Northeast Region.

Duties and Responsibilities:

- Assist with planning, organizing and implementing a strategic plan for the delivery of youth services within the applicable guidelines to meet performance requirements.
- Provide technical information, assistance, and training on regulations and policies relating to youth program operations to program providers including sub-contracting agencies, one stop operators, career center partners, and other service groups as appropriate.
- Provide assistance with the operation of an effective and accurate client tracking system and gather statistical data on the same.
- Be the working liaison between the WIB, Youth Council, DWD and Youth Service Providers in resolving programmatic and/or MIS problems.
- Provide performance reports to the Executive Director, Youth Council and WIB as requested.
- Assist in the quarterly monitoring of youth program operations to ensure programs are quality based and reaching the desired outcome while maintaining compliance with the WIA.
- Assist in locating funding opportunities that support the youth strategic plan.
- Coordinate and convene quarterly Youth Council meetings.
- Consultation on fund raising activities to ensure organizational stability.
- Attend WIB meetings, workshops and conferences in area of responsibility as requested.
- Other duties assigned by the Executive Director.
- Act as lead on special projects as assigned by the Director.

Required Knowledge and Abilities:

- Knowledge of management functions including public relations, basic budgeting and

marketing activities, and knowledge of the Northeast Region, local Career Center system and related organizations within the area.

- Ability to act in an advisory/leadership capacity and as part of a team.
- Ability to understand State and Federal rules and regulations.
- Ability to plan, organize, participate and assist in training activities.
- Ability to communicate effectively both orally and in writing, including the compilation of information and provision of quality reports.
- Ability to operate technology based equipment and related applications including data base systems, word processing systems, Internet navigation and any application/software compatible to the Workforce Development system.
- Ability to research, assemble and maintain a multitude of customer-related information and processes.
- Establish and maintain cooperative and effective working relationship within the organization and with outside agencies including a current knowledge of area programs and related requirements.
- Skill in handling sensitive and confidential information in a responsible manner.

Qualifications:

Undergraduate degree in community development, business administration or related field; or a minimum of two (2) years of youth related supervisory experience in a related field of work. Experience in workforce development and/or administration of publicly funded programs preferred. Must qualify for agency bonding and must have reliable transportation and proof of active vehicle insurance.

Work Environment

Primarily office environment but may require some day travel and overnight stays away from home.