

Job Description: Youth Recruitment & Engagement Liaison

Reports to: Director of Youth Services

Purpose – To recruit youth and provide job readiness training and coaching, individual mentoring, and post-secondary services through the Workforce Investment and Opportunity Act (WIOA) youth programs. Responsible for connecting MassHire Greater Brockton Workforce Board to highschool youth in a school setting and to Out-to-School youth, community organizations and any potential partner that house youth that are eligible for services.

Primary Duties:

- Identify and develop collaborations with high schools and middle schools, social-service agencies, and non-traditional partners for the purpose of outreach, recruitment and positive public relations.
- Recruit potential youth participants for youth programs and for continuous outreach possibilities.
- Coordinate supportive services and provide follow-up services to youth members.
- Conduct weekly community outreach meetings to increase membership for Youth Career Center
 - Attend events with potential participants and maintain recruitment lists for follow up and outreach.
- Provide individual and group-based career readiness training/workshops at partner high schools and community youth agencies.
- Maintain accurate and up to date information pertaining to case management & manage database.
- Monitor activities to ensure effective implementation according to program goals and objectives:
- Performs routine administrative functions (statistics, client record keeping, research, etc.)
- Assists with special projects and other duties as assigned
- This position requires substantial travel within the MassHire Greater Brockton service delivery area.

Preferred Qualifications, Skills, Knowledge, Abilities:

1. Proficient in the use of Microsoft Office products (outlook, word, excel, power point)
2. Must have significant experience in providing job skills training or post-secondary supports to high school students and/or young adults between the ages of 14-24
3. Prior experience working as a recruiter at an accredited college or university preferred
4. Prior experience working with high school students in a higher education environment
5. Must have excellent verbal and written communication skills, demonstrated customer service skills, and familiarity with the communities being served
6. Prior experience delivering presentations to large and small groups
7. Track record of cultivating relationships with youth.
8. Valid Driver's License

Education/Experience/Training:

Bachelor's degree in a related field from an accredited college/university, a minimum of 2 years of relevant social service experience. Student recruiter background preferred.

Send Resume and Cover Letter expressing interest to Rachel Cherry-Adams, Office & Facility Manager, MassHireGBWB, 34 School St., Brockton, MA 02301 or RAdams@MassHireGBWB.org. Review of applications will start January 14, 2019 and continue until the position is filled.

MassHire Greater Brockton Workforce Board is an Equal Opportunity Employer



Job Description: EngaGED Coordinator

Reports to: Director of Youth Services
Brockton Area Workforce Investment Board 34 School Street Brockton, MA 02301

Purpose: To Coordinate the EngaGED program for youth seeking their GED/HiSet exam. Instruct youth age 1624 in preparatory classes for the High School Equivalency Test (HiSET) and/or the General Educational Development (GED) test. Manage the case management of youth enrolled in the program.

General

- Responsible to provide students with academic instruction and training leading to HiSET/GED completion and improved literacy and numeracy skills.
- Develops individual achievement plans and academic goals to ensure student academic achievement in the program.
- Adapt teaching methods and instructional materials to meet students' needs, abilities, and interests.
- Observe and evaluate students' work to determine progress and make suggestions for improvement.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Prepare materials and classrooms for class activities.

- Establish objectives for all lessons, units, and projects, and communicate those objectives to students.
- Provide tutoring as needed for students
- Maintain on-going contact with program participants and monitor progress toward completion of program requirements, providing individualized support as needed, including resource and referrals. Maintain monthly follow-up when participants exit the program.
- Coordinate connections to outside services and support systems, and promote community involvement through on-going outreach and education.

Data Management and Reporting

- Coordinates, compiles, and maintains the required database.
- Keeps accurate records and data on all program related activities.

Preferred Qualifications, Skills, Knowledge, Abilities

- Baccalaureate degree required and Master's degree preferred.
- Experience working with young people, school systems and/youth organizations.
- Demonstrated ability to work effectively with community partners.
- Strong customer service orientation.
- Ability to manage multiple projects and learn quickly.
- Excellent interpersonal, organizational, and communications skills.
- Ability to work as an individual and in a team environment.
- Proficiency in computer use, specifically Microsoft Office Products.

Please submit your resume and cover letter specifying the job you are applying for to: Rachel Cherry-Adams, Office & Facility Manager, 34 School Street, Brockton, MA 02301 radams@MassHireGBWB.org
Review of resumes will begin January 14, 2019 and continue until position is filled.

MassHireGBWB does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.