

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 high-school 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](mailto:RAdams@MassHireGBWB.org). Review of applications will start January 14, 2019 and continue until the position is filled.