

Franklin Vance Warren Opportunity, Inc.

Professional Staff Position Description

Job Developer - YouthBuild

Hours/Week: 40 +

Receives Direction From: YouthBuild Program Director

Job Description

The Job Developer for the YouthBuild Program is responsible for supporting young adults in their transition from high school equivalency programs to post-secondary education and assisting those students who need to obtain their GED. Applicant needs to be skilled and knowledgeable with workforce training or employment. This role requires experience in transcript evaluation, case management, and community resource navigation. The ideal candidate will have a strong background in preparing students for career pathways while maintaining in-depth records and providing supportive services.

Education and Experience Requirements

Education: Minimum of Associate Degree: Bachelor or Masters Degree Preferred in Counseling, Social Work, Workforce Development or a related field.

Experience:

- Experience with working with **at-risk youth** and young adults.
- Background in **counseling, job development, and workforce development**
- Knowledge and experience with **transcript evaluation** and post-secondary transition planning.
- Understanding of **Workforce GPMS System** for tracking and reporting progress of Participants.
- Basic knowledge of **YouthBuild's vision, mission and desired outcomes.**

Skills & Competencies:

- Strong critical thinking and problem-solving skills and abilities.
- Passion for **teaching and mentoring** young people as they re-enter society.
- Ability to **connect students with employment, training and educational opportunities.**
- Strong **record-keeping and case management** skills.
- Ability to work collaboratively with **community partners, employers and Educators.**

Key Responsibilities:

Career Development and Post- Secondary Transition

- Assist students in preparing for post-secondary education, vocational training or employment.
- Guide students in career exploration, job readiness training, and work-based learning opportunities.
- Establish partnerships with employers, educational institutions and workforce development programs to create job placement and internship opportunities.

Transcript Review & Educational Support

- Review and analyze high school transcripts to assess students' academic standing and eligibility for various programs.
- Program guidance on credit recovery, alternative education pathways and vocational certifications.

Supportive Services & Case Management

- Connect students with community resources, including housing, Childcare and other supportive services.
- Maintain detailed case management records to track student progress, Challenges and successes.
- Collaborate with counselors, mentors, and other staff to address barriers to success.

Employer & Community Engagement

- Develop relationship with local businesses and organizations to secure Employment and internship opportunities for students.
- Stay informed about Labor Market trends and workforce demands to align Student training with industry.

Position to be Posted from March 3 - April 3, 2025

Pay: Based on Education and Experience

If Interested please send a cover letter and resume including references to heddiesomerville@fvwopp.com with the subject line "YouthBuild Job Developer"