



YOUTHBUILD JOB DEVELOPER

YouthBuild Brownsville is a program of the Community Development Corporation of Brownsville. Youthbuild empowers young adults ages 16-24 by helping them attain their educational and career goals. This comprehensive program focuses on education, construction training, leadership development, and community service.

All YouthBuild Brownsville students are part-time AmeriCorps members who upon program completion are eligible for a college scholarship. Students participating in the program receive a training stipend, classroom uniforms, work gear and a range of support services. A primary focus of YouthBuild is to help students gain marketable skills, work experience and assistance finding employment within the community.

Essential Duties and Responsibilities:

Responsible for the development and maintenance of a network of employers to participate in an internship project that will support the participants' transition and/or gain knowledge of the world of work.

- Promote the internship initiative to employers, students and other key stakeholders to increase the awareness of the value and benefits of this project for employers and students.
- Work closely with employers of participants to maximize student employment retention and success.
- Coordinate job fairs for participants using the employer partnership, staffing agencies and other public/private organizations.
- Provide evaluation, conciliation and mediation between employer and employee post program placement.
- Spend at least 55% or more of total scheduled work hours in the community, such as meeting with clients in community settings and developing relationships with managers at their place of business.
- Maintain case management records, appropriate documentation (employment plan/case notes) and enters data in appropriate system(s).
- Work with the individual employment plans based on needs assessment and assists in meeting self-sufficiency goals and developing and managing service plans to attain those goals
- Conduct assessments to determine skill levels, aptitudes, abilities and competencies of participants.

- Attend weekly case management meetings providing observations of a participant's strengths and weaknesses, as well as feedback on individualized plans for improvement.
- Assist in participant follow-up activities including portfolio development, job placement, post-secondary education exploration, on-going vocational training and internship/apprenticeship opportunities.
- Perform special project and other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to read and comprehend simple instructions and written correspondence. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Spanish and English skills preferred.
- Must have a car and adequate car insurance and able to travel

Education/Experience:

Associate degree (A.A.) or equivalent from two-year college or technical school; and six months to one-year related experience and/or training; or equivalent combination of education and experience in the private sector.