



Position Description: Lead Youth Employment Advisor

Classification: Non-Exempt | **Type:** Full Time

Reports to: Business Services & Youth Program Manager | **Date:** July 2024

Summary/Objective

The Lead Youth Employment Advisor supervises the Recruit HIPPO staff while inspiring and guiding youth to explore and plan for employment opportunities. This role acts as a bridge between Youth Employment Advisors, School Administration, and the Program Manager to ensure seamless program delivery and success.

Salary Range: \$60,987 to \$75,916 Annually

Position Requirements

Supervisory Responsibilities:

- Provide direct supervision to Douglas County Recruit HIPPO staff.
- Provide support for Coos and Curry counties Youth Employment Advisors, in collaboration with the Youth Program Manager.
- Assist in the development and implementation of SOWIB youth programs.

Youth Engagement:

- Recruit, enroll, assess, job coach, and case manage youth participants.
- Facilitate work readiness classes for youth, as needed.
- Maintain ongoing communication with youth participants to monitor progress and provide guidance.

Administrative Duties:

- Build and maintain relationships with the School Administration in coordination with the Program Manager.
- Exchange information with businesses about employment needs and opportunities for youth in the workforce.
- Input data into the tracking software system accurately and promptly.
- Refer participants to other area agencies for additional services, as needed.
- Represent SOWIB at local conferences, meetings, and events, as needed.
- Participate in ongoing training to enhance skills.

Other:

- Perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Supervisory Responsibility

- Recruit HIPPO Staff



Position Description: Lead Youth Employment Advisor

Work Environment

- The employee regularly works in an office setting, out in the community, and with a diverse population.

Travel

- This position typically requires local and regional travel, approximately 10-20% of the time.

Required Education and Experience

- High school diploma or equivalent.
- Strong working knowledge of Microsoft Office, including Excel, Word, Outlook, and PowerPoint.
- Proficient written and verbal communication skills, including accurate grammar and business correspondence.
- Excellent organizational and time management skills with the ability to prioritize in a dynamic environment.
- Must be organized, flexible, independent, self-motivated, enthusiastic, dependable, and detail oriented.

Preferred Education and Experience

- Bachelor's degree, or equivalent education and/or work experience.
- Non-profit experience.
- Experience working with, educating, or case-managing youth.
- Working knowledge of community resources, regional labor market, local hiring trends, and major employers.
- Ability to manage others.

Other Duties Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities. Duties, responsibilities, and activities may change at any time with or without notice.