



Part-Time Office and Outreach Assistant
Youth Employment Service
Fall 2019



Our Organization: The Ithaca Youth Bureau, a department of the City of Ithaca. The mission of the Youth Bureau is to provide a broad cross-section of recreation programs & youth services to promote the health, happiness and well being of all residents in the greater Ithaca area. Youth Employment Service (YES), one of the Youth Bureau programs, empowers teens to grow into flourishing adults through work readiness and peer leadership programs. YES provides a variety of programs for youth in Tompkins County ages 14-21, including job search assistance, career exploration, targeted job placement, group workshops, and individual coaching.

This part-time position spans our school-year programming through May 2020, with potential to extend and expand to full-time in the summer months (May-August of 2020).

Duties will include:

- Conduct off-site recruitment and outreach at schools, assist with teen interviews as needed.
- Interact and engage with teens at school outreach, answer questions related to the YES Program.
- Maintain files related to individual participant applications and potential worksite partners.
- Perform ongoing data entry to track progress of participants and worksite partners through the intake process.
- Assist in maintaining our Now-Hiring database of businesses that hire teen employees.
- Perform outreach to area employers to learn their hiring needs.
- Maintain our Mobile Application Station and online Now-Hiring List and disseminate updates to YES Teens.
- Provide support to YES Staff in delivering workshops, coaching, and other programming.
- Assist with email and phone communications to current YES Teens.
- Help to maintain social media editorial calendar and posting schedule.
- Assist in creating a resource library of informational articles and videos on job-related topics.
- Provide office support as needed for sending references, following up on job requests, mailings, getting teens on payroll, filing, data entry, etc.
- Use the teen and worksite databases to provide statistical and reporting information to the coordinator.

Required Skills: Excellent verbal and written communication skills, ability to work with diverse groups, experience working with and engaging with youth populations, strong knowledge of basic computer applications and ability to perform accurate data entry, ability to prioritize shifting responsibilities in a fast-paced office environment, high level of organization and initiative.

Preferred Skills: Coursework in human services, psychology, education or similar, experience working with teens and/or service providers in a case management setting, comfortable working in a Mac-based office, experience and comfort with GSuite applications, basic knowledge of social media platforms, strong knowledge of community needs and resources.

Hours: Part-Time, 20-25 hours/week; Basic proposed hours are Mon – Fri, 9 or 10:00 – 2:00 but some flexibility is possible. **Pay:** \$15.37 per hour

Contact Person: Beverly Stokes bstokes@cityofithaca.org Phone: 273-8364

Interested parties must fill out a City of Ithaca Seasonal Application (available here: <http://www.cityofithaca.org/288/Seasonal-Employment>) and return it, along with Resume and/or Cover Letter if desired, to the Ithaca Youth Bureau no later than 9/10/2019. This is a Part-Time/Seasonal position and does not include health benefits.