Inside the Job: YES Program Leader

YES levels, clears, and widens the path to flourishing adulthood

Key Project Areas:

- Provide logistical and programmatic oversight for the **Youth Council Ambassadors (YCA)** program, which empowers teens to take civic action within their own communities and to build their leadership and advocacy skills. Lead the coordination of guest speakers and special opportunities for the group, contribute to the planning and facilitation of weekly Ambassador meetings, annual nomination and recruitment efforts, logistics and technical needs of the group. Assist Program Coordinator with YCA related reporting and proposals.
- Serve as a first point of contact and primary recruiter of new c**ommunity worksite partners** for **Youth Employment Service (YES)** subsidized job placements. Cultivate strong relationships with local businesses and organizations, provide one-on-one and group orientations to the Worksite Partnership role, and strengthen existing partnerships. Manage the intake of required partner paperwork and Worksite Catalog of summer job opportunities. Identify industries and locations where additional partnerships are necessary. Facilitate worksite partner orientations.
- Interview teens to assess individual strengths and needs and determine appropriate program participation, meet one-on-one to assist teens with job applications, create professional documents, and other work readiness learning activities. Maintain a caseload of teens engaged in subsidized work placements and **provide strengths-based case management**, regular site visits with teens and supervisors. Keep up-to-date case notes and evaluations in our database and filing systems.
- Participate in ongoing professional development related to youth development, trauma-informed care, cultural competency, and civic literacy. **Work both independently and as a team** to enhance equity, clarity, and breadth of YES programming and systems. Supervise 1-2 seasonal staff case managers during the Summer Jobs Program months (May-August).
- Conduct **regular recruitment and outreach** to teens and community partners at schools, agencies, and community events, including occasional evenings and weekends.

Ideal candidates posses all or some of the following:

Communication and Facilitation Skills: excellent written, verbal, and interpersonal communication skills, experience and comfort facilitating training sessions and activities with youth and adults, ability to communicate effectively and professionally with a variety of stakeholders, participants, and families. Experience navigating and cultivating organizational partnerships and relationships.

Youth and Community/Civic Experience: experience working with youth from diverse backgrounds with a strengths-based approach, understanding of diverse cultural norms, trauma-informed care, systemic injustice, and how these forces interact within the communities we serve. Experience and/or interest in civic action, advocacy, and community change efforts, especially at the state and local level.

Independence and Collaboration: Proven ability to manage time and follow-through on tasks/projects with high independence and integrity, as well as capacity to be adaptable and collaborative in a team environment.

Transportation: Valid driver's license, clean driving record and willingness/ability to be trained in drive Youth Bureau vans and vehicles to transport youth.

Full Job Description and Application Details here: https://ithaca-portal.mycivilservice.com