

## **Youth Coordinator**

The Coordinating and Development Corporation is seeking a Youth Coordinator to work with the Workforce Innovation and Opportunity Act (WIOA) program. This position will maximize our investment in the youth in northwest Louisiana and the workforce development system. The Youth Coordinator will help ensure the overall success of the youth program. This position will be responsible for implementing all state and local policies, customer flow processes and service delivery standards of youth while ensuring that all identified youth outcomes are achieved. The primary goal is to assist the account executives as they assist youth to secure education and employment in various occupations at wage rates leading to self-sufficiency. This will include but is not limited to the following:

### *Responsibilities include:*

- Follow and implement all directives, policies, and procedures.

- Create or update procedures, when necessary.

- Communicate all youth policies and procedures to the staff and ensure the most accurate and recent information is available for the Account Executives to perform their jobs effectively and efficiently.

- Identify needed development activities and provide and/or secure training for the Account Executives.

- Work with the Local Area Coordinator to address goals and complete performance reviews for the Account Executives.

- Assist with recruiting, coordinating, case management and placement of youth for the WIOA program

- Build positive relationships with post-secondary schools

- Develop subsidized and unsubsidized job placement opportunities for WIOA youth

- Work with youth to determine career goals and objectives

- Provide information and referral support when needed

- Review monthly reports for all youth

- Assist with case management

Network with local agencies to assist with participant needs that are outside the scope of WIOA

Attend conferences to improve service delivery and performance

Interview youth to determine his or her needs

Work extensively with local account executives and other WIOA staff

May participate in budget preparation.

Develop programs for youth

Report any known staff or youth program problems promptly to executive management.

Perform other duties as assigned

*Qualifications and skills:*

Ability to read and interpret regulations and to perform tasks as outlined in a program guidelines manual

Ability to proficiently navigate information in the HIRE system for customers, employers, and staff.

Ability effectively communicate, both orally and in writing to diverse population.

Ability to initiate contact with and provide assistance to employers.

Ability to promote cooperation and collaboration with partner organizations in order to maximize opportunities for success.

Ability to develop and maintain relationships with community referral sources such as school and community groups

Requires multitasking along with the ability to prioritize tasks or assignments, good organizational skills, and attention to detail needed to deliver quality program services

Must possess positive and proactive communications skills to support interactions with various contacts, students, staff and general public.

Must possess exceptional customer service focused approach to interactions with the program participants, employers and all partners.

Public speaking skills

Administrative writing skills

Analyzing information and reporting skills

Ability to use Microsoft Office

Ability to manage files, compile and prepare various reports.

Must possess and maintain a valid driver's license to travel throughout the service area.

Two years of experience with Workforce Innovation and Opportunity program preferred.

BS or BA degree required

The Coordinating and Development Corporation expressly prohibits any form of workplace discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Coordinating and Development Corporation's employees to perform their job duties may result in discipline up to and including discharge.