

## **Youth Engagement Coordinator – Region 8**

### **POSITION SUMMARY:**

The Region 8 Youth Engagement Coordinator (YEC) is responsible for identifying and recruiting participants from targeted populations for the Workforce Innovation and Opportunity Act (WIOA) Youth Program. Region 8 serves the following counties: Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange and Owen. This position is responsible for promoting, marketing, and representing the organization at events within the region. The WIOA program is designed to help youth ages 16 to 24 access employment, education, training, and support services to succeed in today's labor market. The program serves students currently enrolled in school and youth who are not engaged in education and are interested in furthering their education and preparing for the workforce.

### **DUTIES:**

Specific duties of the Youth Engagement Coordinator include, but are not limited to, the following:

- Conducts community outreach and recruitment of potential WIOA Youth customers.
- Establishes and maintains contact with community organizations and educational institutions for the purpose of outreach, recruitment and positive public relations.
- Present information regarding WIOA Youth programs and services to community groups and organizations.
- Supports the Operations Manager to plan, coordinate and attend outreach events to inform youth customers to the available services and eligibility requirements of the WIOA program in both group settings and individually.
- Intentionally focuses on building rapport and camaraderie with youth in the region by providing assessment, encouraging dialogue, and developing an increased understanding of the way to meet needs for local youth.
- Works with the management team to develop youth materials that would appeal to the targeted population and referral partners.
- Maintains a spreadsheet of referrals to local WorkOne offices and records outcomes from those referrals.
- Maintains knowledge of customer eligibility for program services based upon assessed needs and program eligibility requirements.
- Assists local office staff in obtaining relevant data (youth contacts, case management notes, job placement data, follow-up information, etc.) for entry into the state case management database.
- May develop and present youth-focused workshops and provide WorkOne Center tours as needed.
- Attends professional development and training opportunities as available/requested.
- Responsible for submitting Youth program reports when required.
- All other duties as assigned by Management Staff.

### **RESPONSIBILITIES:**

The Youth Engagement Coordinator receives general supervision and guidance from the Director, Operations Manager and Deputy Director. Job responsibilities are to be performed within the general policies of Vincennes University as defined by the University manual, Policy Letters and internal organizational charts, position descriptions, written and verbal instructions, and IDWD policies. Provides community outreach, career counseling, intensive job search assistance and training/re-training assistance to Youth customers within Region 8 Workforce Career Centers. This position reports directly to the Vincennes University Operations Manager.

### **REQUIREMENTS OF JOB:**

Bachelor's degree in career counseling, educational/guidance counseling, human services or a related field preferred. Five years of work experience in a related field, with at least two years of counseling and case management experience.

Combination of education and experience can be substituted for required experience. This position will require a substantial amount of travel throughout the region and occasional evening and weekend hours. A valid Indiana driver's license and access to a reliable, insured motor vehicle is required.

**SKILLS/COMPETENCIES:**

- Ability to interact positively with a variety of personalities and socio-economic populations.
- Ability to work in an integrated team environment and provide support to fellow team members is essential.
- Problem-solving skills, organizational skills, time management skills, and excellent oral and written communications skills are essential.
- Proficiency in a variety of computer software applications are required including Microsoft Office Suite, e-mail and internet applications. Ability to create, maintain and enter information into databases. Ability to learn new applications quickly to include database management.
- Knowledge of WIOA programs are a plus.

**SALARY & BENEFITS:** Salary: \$34,000 - \$38,000. Salary will be determined on the basis of experience, skills, knowledge and abilities.

**How to Apply:**

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName\_FirstInitial\_JobTitle** to [jobs@vinu.edu](mailto:jobs@vinu.edu) or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

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