



POSITION: Employment & Training Specialist

REPORTS TO: Youth Transitions Director

JOB DESCRIPTION: The **Employment and Training Specialist (ETS)** will work with a PIC career coach to place high school graduates not attending college in career-oriented job training and employment opportunities. The ETS and the PIC career coach will collaborate with other PIC staff to engage graduating seniors not attending college and previous graduates who enrolled in college but stopped out. In order to identify quality employment and training opportunities, the ETS will work with the PIC's employer engagement team, as well as Boston's MassHire career centers, individual employers, and local training providers. The ETS will stay in touch with participating employers and/or training providers after placement.

BACKGROUND: The Boston Private Industry Council (PIC) is the city's MassHire workforce board and school-to-career intermediary. The mission of the PIC is to strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers. This position is a partnership with the Collaboration for Community Health at Boston Children's Hospital, which seeks to serve at-risk young adults as a public health intervention. This work is part of Boston's larger strategy to connect Opportunity Youth – 16-24 year-olds who are neither working nor in school – with education, training, and employment opportunities.

GENERAL RESPONSIBILITIES:

Employment and training resources

- Work with the PIC's Employer Engagement team and Boston's two MassHire Career Centers to identify employers with jobs that pay well and have the potential for upward mobility within the company.
- Work with the two Boston MassHire career centers and others to become knowledgeable about training programs and employers in order to facilitate priority placements, quality experiences, and quality outcomes for project participants.
- Develop and document a portfolio of preferred training programs. Develop detailed knowledge about and relationships with these training programs, including admissions criteria, time commitments, program duration, and job placement outcomes for program graduates.
- Share information about available jobs and training opportunities regularly with the career coach serving project participants as well as the career coaches supporting other opportunity youth.

Recruitment and placement:

- Work with the project career coach, PIC career specialists, and PIC postsecondary coaches to recruit graduating seniors who are not planning to attend college and BPS graduates who enrolled in college but stopped out.

- Work with the PIC career coach to assess student interests, skills, and barriers and to match them with appropriate opportunities.
- Follow participant progress after program placement.

Administrative/Communication:

- Enter service and program progress information into a Salesforce database; develop reports and provide uploads as needed by the PIC or the funder.
- Enter information into case files on individual participants that will be available for inspection upon request of supervisor or funders.
- Actively contribute to PIC meetings, community meetings and funder meetings.

DESIRED QUALIFICATIONS:

- 1-3 years of experience in workforce development, human resources, recruiting, or employer engagement
- Knowledge of employers, job training programs and pathways, job development, and web-based job search resources and techniques
- Experience working with young adults ages 18-24 and familiarity with positive youth development frameworks
- Marketing or sales experience
- Ability to work in a multi-cultural, fast-paced environment
- Outstanding interpersonal, customer service, communication, and organizational skills
- Strong Microsoft Office skills
- Prior database entry, basic reporting, and uploading experience
- Fluency in a second language, such as Spanish, Haitian Creole, or Cape Verdean Creole
- Postsecondary degree

To apply, email cover letter and resume to Cameron Mendes-Moreau (cameron.mendes-moreau@bostonpic.org) by **April 1, 2020**.