

**Enterprise for Youth (Enterprise)** is a San Francisco based non-profit with a mission to engage and empower San Francisco Bay Area high school students to discover career opportunities and cultivate their individual interests through training, guidance, and employment experiences in a diverse and supportive learning environment. Enterprise partners with area businesses to provide a wide variety of employment and internship opportunities.

## **JOB ANNOUNCEMENT**

**Title:** Youth Development Specialist

**Reports to:** Program Director

**Position Objective:** Support cohorts of youth for a job readiness training program and coach interns for retail internship. Provide youth with a positive professional role model and inspire them to pursue success in their education and career.

**Salary:** \$23.08/hr (\$42,000 per year)

**Hours:** Full time (35 hrs/week) with benefits.

### **Duties and Responsibilities:**

#### This Way Ahead (TWA)

TWA is a retail training and on-the-job experience in partnership with Gap Inc.

#### *TWA Retail Power Camp (March – May)*

- Support the TWA Youth Development Coordinator with program outreach and recruitment in order to achieve program goals of accepting 126 youth in the Camp, including promoting the Camp with current Enterprise members, and collaborating with CBO partners to fill additional spots.
- Participate in acceptance meetings for participants and collect forms to receive stipends. Assess youth, referred from CBO partners to determine job readiness level, in order to participate in the Camp.
- Train, support and provide youth development and workshop facilitation guidance and feedback to Gap Inc. volunteers who facilitate workshops for the participants.
- Facilitate supplemental workshops and make-up workshops for participants. Conduct additional practice interviews, as needed for participants.

#### *TWA Internship (June – August)*

- Conduct weekly check-ins and monthly store visits with 10 interns working in Gap/Old Navy/Banana Republic stores to support interns' personal growth and ability to be successful in a professional environment; track intern progress throughout 10-week internship.
- Build relationships with hosting store managers and conduct monthly meetings to discuss intern progress and job performance.
- Facilitate monthly workshops for youth to support their professional development and success during their internship.

### Pathways Career Ahead Program

The Pathways Career Ahead Program is a 10-week career awareness and job readiness program that cycles three times per year, for 200 high-school aged youth each year. Each Youth Development specialist will be responsible for three cohorts per year. Cycles run June – August, October – December, and February – April.

#### *Outreach, Recruitment, & Admissions (May, September, January)*

- Conduct outreach and youth recruitment; build partnerships with 4 assigned high schools, coordinate school visits to promote program, facilitate information sessions.
- Collect and review applications for the Pathways Program; accept and enroll youth to the program.

#### *Program Planning, Curriculum Development, & Workshop Facilitation*

- Participate in the curriculum development and program planning sessions.
- Facilitate workshops in career awareness and job readiness, including other youth workforce development topics as needed.
- Assist volunteers during the Practice Interviews and Job Readiness Assessment.

#### *Youth Support:*

- Serve as the primary job counselor for youth; manage one cohort (25 each) during a cycle.
- Complete individual check-ins with youth; provide youth with employment portfolio feedback, help youth draft goals towards educational and career aspirations.
- Provide individual youth support to ensure all youth pass the Job Readiness Assessment.
- Help youth create a membership action plan at the end of each program cycle.
- Primary staff-person for drop-in sessions with youth.
- Support youth in their efforts for non-Enterprise summer employment opportunities.
- Follow up with youth after program completion (e.g., job readiness coaching, preparing for interviews, writing resumes, filling out applications, & assisting with other employment related topics)
- Monitor and record youth progress with attention to attendance, individual youth progress, behavior and completion of program requirements in Salesforce.
- Responsible for youth reminders and group correspondence through Constant Contact.

### Agency-wide Duties

- Chaperone one college/trade school visit per year. Chaperone on other Job Shadow events (2-3 per year)
- Participate in program evaluation process and provide recommendations for program improvement.
- Participate in agency-wide meetings and events, special projects and other tasks as assigned.

### **Qualifications:**

- Minimum BA required, preferably in a field related to child development, education, or social work and minimum two years in a professional work environment, preferably in the youth development and/or youth employment fields.
- Knowledge of youth development principles and experience working with youth on a group and individual basis; experience working with diverse population is preferred.
- Excellent communication and interpersonal skills.
- Ability to be creative, detailed oriented, with experience in workshop/curriculum and resource development.
- Experience in graphic design and knowledge of related computer programs i.e. Adobe Illustrator etc.
- Ability to input, organize, and track information in a database.

- Knowledge of basic HTML or web content management programs.
- Supervision experienced preferred.
- Knowledge of Spanish, Mandarin, or Cantonese.

**To apply email résumé and cover letter with the subject line *Youth Development Specialist* to:**

Courtney Budesa  
Sr Program Manager, Community and Employment  
Enterprise for Youth  
200 Pine St., 6<sup>th</sup> Fl.  
San Francisco, CA 94104  
**Email:** [cbudesa@ehss.org](mailto:cbudesa@ehss.org)  
**Website:** [enterpriseforyouth.org](http://enterpriseforyouth.org)

Résumés without cover letters will be disregarded.  
No phone calls or recruiters.

Enterprise is an equal opportunity employer and will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance and Chapter 12T of the San Francisco Administrative Code. Applicants will be required to provide written consent to a background check after receiving a conditional offer of employment.

Enterprise does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender identity, gender expression, sexual orientation, age, national origin or disabilities. Please let us know if you need accommodations for the interview process.

**Application Deadline: May 10, 2017**  
**Start Date: ASAP**