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PRE SUMMER Youth Works Temporary Position: **(2) EMPLOYMENT SPECIALIST**

January 13, 2020 – June 27, 2020

Temporary without Benefits: 5 days @ 35 hours a week/ 7

Hours day

Salary: \$15.00 per hour

**Overview and Essential Duties:**

This is service delivery work for the Summer Youth Works program under the direction of the Mayor's Office of Employment Development (MOED). Work involves direct advocacy, case management and employability of City of Baltimore (COB) youth registered for the summer jobs Youth Works program. Work is performed under the supervision of the YouthWorks Private Sector Supervisor. Position duties include, but not limited to the following:

- Interview and register youth at Verification for summer jobs via YouthWorks Online System
- Update the YouthWorks system, and or the Google Doc for accurate account of complete youth cycle
- Cultivate and development relationships with private sector employers for the purpose of placing YouthWorks Private Sector youth candidates
- Match youth from the YouthWorks Private Sector pool with the YouthWorks Private Sector employers
- Maintain an updated list of active job orders to manage YouthWorks Private Sector job openings
- Assist in preparation and execution of career fairs for the YouthWorks Private Sector and YouthWorks Private Sector employers
- Provide weekly written and verbal reports to Private Sector Supervisor on status of the youth and employers using MS Excel
- Contact youth prior to job readiness to complete resume
- Conduct and provide job readiness workshops with the youth
- Provide each youth assigned with their respective resume at job readiness workshop
- Contact youth after job readiness for any necessary resume updates
- Contact youth assigned prior to job interview to recap proper interview attire and greeting, including but not limited to, proper handshake and good eye contact
- Provide follow-up on youth placed
- Provide follow-up on employers who hired youth within 48 hours of a scheduled interview. Follow up with candidate to insure he/she follow-ups with the employer regarding the disposition of the interview via email and telephone conversation.
  - Specialist to contact the youth through email and telephone immediately following the interview for his/her remarks on the outcome of the interview. All updates submitted to the YouthWorks Private Sector Supervisor immediately following the status.
- Provide follow-up on youth placed
- Perform other related work assignments as directed

**Qualifications:**

- Must be flexible to work evenings and Saturdays when directed
- A background in sales is desired but not required
- AA degree program in counseling or a related field and two years of related youth work experience or equivalent experience
- Must be capable of completing data entry and search functions using agency, city and state software programs.
- Must have a valid, unexpired Maryland driver's license
- Must be willing to use personal vehicle during summer youth temporary assignment for the completion of assigned duties on a daily basis as needed.

**Special Note(s):**

- Standard work schedule for this position is Monday through Friday, 8:30am – 4:30pm
- Must be available to work evenings and some Saturdays when directed

**Interested applicants may submit their resume via email [resumes@oedworks.com](mailto:resumes@oedworks.com).  
Please place Job Title in the subject line.**

Baltimore City Mayor's Office of Employment Development is an Equal Opportunity Employer

November 2019