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

January 4, 2021 – June 18, 2021 **Possible Contract Renew June 28, 2021 – September – end date will be determined.**

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 YouthWorks summer jobs program. Work is performed under the supervision of the YouthWorks Private Sector Supervisor or Business Coordinator. Position duties include, but not limited to the following:

- Interview and register youth for summer jobs via YouthWorks Online Systems
- Build and cultivate relationships with young adult candidates for Private Sector positions via phone, email, social media, and SMS messaging
- Prepare and organize databases and reports either in a virtual or in-person method
- Assist in coordination of the YouthWorks Private Sector Job Readiness sessions
- 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
- Provide job readiness workshops with the youth either virtually or in-person
- Contact employers by phone and email for the ultimate purpose of sending the appropriate resumes, and setting up the interview guidelines
- Match youth with employers based on skills and career interests, and coordinate method of interview with both employer and youth
- 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.

- 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
- Ability to speak and converse with multiple sized audiences either in-person or virtually as applicable
- Proficiency in various virtual communications platforms such as Webex, Zoom, Google Meets and Microsoft teams
- Must be computer literate with a strong working knowledge of MS Excel
- High proficiency using various social media platforms preferred 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
- Must be willing to use your personal computer equipment and personal phone equipment as applicable and when required

Special Note(s):

- Standard work schedule for this position is Monday through Friday, 8:30am – 4:30pm
- During days scheduled to work in conjunction with the YouthWorks verification staff, regular hours will be Monday through Friday, 12 noon – 8:00pm (as assigned)
- Must be available to work evenings and some Saturdays when directed