

## **Transition Coach**

### **Program Summary**

YouthBuild is a youth workforce development program designed to serve the needs of North Shore Young Adults aged 16-24. Through YouthBuild participants work towards their High School Equivalency Diploma, learn job skills, become certified Pre-Apprentice level construction workers or Certified Nursing Assistants and serve their communities by building affordable housing and becoming community leaders. Our program model integrates education, leadership development, counseling, construction, and other vocational training skills, along with resources for graduates.

The purpose of the Placement Coach is to support the employability and career growth of our program participants through providing career readiness preparation, connection to employment or post-secondary education. This role will also encompass program scheduling, affective implementation of the daily program components to enhance the job development needs of the program. She/he will be responsible for enhancing the program workforce development culture, securing employee partners and college partners as referrals for participants and program Alum .The Placement Coach reports to the YouthBuild Program Director.

### **Specific Duties**

- Provide leadership and oversight integrating job readiness preparation into all aspects of the program.
- Lead YBNS's Certified Nursing Assistant vocational track Partnership.
- Ensure successful performance outcomes related to job placement, retention, academic gains, and occupation skill development.
- Analyze program data and trends for evaluation and to identify new areas of opportunity.
- Work closely with the program director to identify additional training tracks for the YouthBuild program and Identify additional areas of growth.
- Create and sustain partnerships with potential employers and obtain employer MOU's.
- Plan and organize soft skills workshops (job interviewing, resume preparation, and other skills as deemed necessary).
- Coordinate YBNS's comprehensive internship program that will provide real life work experience with employers and job shadowing opportunities.
- Coordinate career and post-secondary engagement events and activities (career fairs, college tours, guest speaker panels, etc.).
- Work closely with the local Workforce Investment board to acquire information around high demand industries and career resources.
- Ensure trainees are prepared before going on job interviews, and conduct follow-up assessments.

- Conduct 3 month, 6 month, 9 month, and 12 month follow-ups with YouthBuild completers and graduates.
- Oversight of the YouthBuild North Shore Alumni Council.

### **Qualifications**

1. Bachelor's Degree in education, counseling, social work or related field similar combination of education or experience in related field.
2. Workforce development and job placement experience.
3. 3+ years of experience working with opportunity youth. Previous YouthBuild experience preferred.
4. Strong leadership skills and works well independently and as a team.
5. Strong commitment to youth leadership and empowerment; and ability to work sensitively and effectively with young people.
6. Excellent interpersonal skills and demonstrates experience in creating collaborative relationships or coalitions with community organizations and/or public agencies.
7. High energy and motivation to help young people succeed.
8. Strong problem solving and creative thinking skills.
9. Excellent public speaking, listening and written communication skills.
10. Team oriented and good sensor of humor and non-judgmental attitude.
11. Driver's license required.

### **Salary and Benefits**

This position is a full time, salaried position. Compensation is competitive and commensurate with experience. Health, dental, and retirement benefits package included.

The North Shore CDC is an Equal Opportunity Employer.

Email cover letter and resume to Jason C. Pina at [hr@northshorecdc.org](mailto:hr@northshorecdc.org).

[www.northshorecdc.org](http://www.northshorecdc.org)