

## **Work-Based Learning Coordinator & WIOA Youth Career Advisor**

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**Northwest Michigan Works!** is seeking an organized, detail oriented, compassionate individual to fulfill the roles of Work-Based Learning Coordinator and WIOA Youth Advisor in Emmet and Charlevoix counties. The selected candidate will help support young adults through work-based learning experiences as part of the Jobs for Michigan Graduates (JMG) Program and provide services offered through the WIOA program. Responsible for helping young people stay in school through graduation and for providing work-based learning experiences and support that lead to career advancement opportunities.

This is a full-time professional position that partners with the local and intermediate school districts. A person in this position works directly with program youth, school staff, employers and community organizations.

### **Responsibilities, Essential Duties and Functions**

An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

- Mentors youth by providing assessments, job leads, advice, direction, structure, and support.
- Maintain high customer service and record keeping standards in pursuit of achieving program goals.
- Monitors, evaluates, and records program activities and program effectiveness.
- Develop relationships with community partners, including high schools, employers, post-secondary training providers, and human services agencies.
- Integrates youth into the Michigan Works! system to maximize resources available to them.

As Work-Based Learning Coordinator:

- Responsible for organizing and overseeing the JMG Work Based Learning (Co-op) program for all Char-Em High Schools.
- Communicate the program purpose and requirements to employers, school administration and staff, students, and the community.
- Assist JMG Specialists in locating prospective employers, preparing training agreements and training plans, and evaluating placements.
- Visit students at the workplace as required and act as liaison between employers, students, JMG Specialists, and the school if issues arise.
- Maintains student files with required paperwork, including time card collection and reporting. Provide schools with information as needed.
- Works with JMG Specialists to provide appropriate WBL related curriculum.
- Supervises and chaperones JMG youth at leadership conferences, college tours, employer tours, community service events and may include travel in state and to Washington DC.
- Participates in staff, regional, and state-wide meetings and staff development activities.
- Coordinates youth work experience ensuring proper paperwork is complete and appropriate placement.
- Tracks the number of youth served, services delivered, and outcomes achieved in JAGForce (Salesforce).

- Meet with customers one-on-one to develop customized training, education and employment goals.
- Identify and assist customers to overcome barriers related to education and employment providing supportive services as needed and within WIOA program guidelines.
- Maintain customer files, both electronic and physical.

### **Essential Qualifications, Knowledge, Skills and Abilities Required**

- Bachelor's degree or equivalent in education, social or human services or related field preferred.
- Must enjoy and have experience working with youth in an educational setting.
- Must enjoy and have case management experience including data entry and record keeping.
- High level of customer service and interpersonal skills.
- Ability to develop effective partnerships and collaborative relationships.
- Excels at working with and a part of a diverse team of professionals in education and business.
- Excellent verbal and written communication skills.
- Understanding of at-risk youth and family dynamics.
- Working knowledge of community resources.
- Knowledge of, or ability to learn, Youth Employment Standards
- Proficient with Google suite operation, Microsoft Office, social media, and business software
- Possession of a valid driver's license and insurable to drive agency and school vehicles.
- Must be able to be vocationally certified by the State of Michigan Department of Education.

### **Compensation**

This is a full-time salaried position paying \$43,000 per year. The employee is entitled to the Northwest Michigan Works! benefits package including: Comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, personal time, and paid holidays.

Please send resume and cover letter to Cristal Guinan, HR Director:

[cristal.guinan@networksnorthwest.org](mailto:cristal.guinan@networksnorthwest.org)