**Position Description**

**Workforce Development Youth Coordinator**

The Youth Coordinator position requires the ability to work in a fast-paced, ever- changing environment. Prioritization, multi-tasking, and time management skills are necessary. This position is very detail-oriented and requires excellent verbal and written communication skills. The Youth Coordinator will work with a diverse population. He/she must be able to interpret the Federal Regulations, Law and State guidance as it pertains to the WIOA Title I Youth Program. The individual must have computer skills, including but not limited to, Microsoft Office programs.

**Job Responsibilities Include:**

* Provide technical assistance to youth service providers;
* Assist with training new contract staff;
* Approve eligible youth for program enrollment;
* Coordinate the Summer Employment Program;
* Analyze data for program, contract and participant performance;
* Complete the procurement and selection process for contracts;
* Apply for grants to support youth projects;
* Develop and implement special youth projects including programmatic and fiscal components;
* Develop Request(s) for Proposals (RFPs) for projects/services;
* Provide career guidance to secondary school students;
* Conduct job readiness workshops for youth;
* Assist youth with co-op, internship, and work experience opportunities;
* Administer and analyze assessments;
* Ensure services and activities adhere to Federal, State, and Local policy and procedures;
* Participate on the Youth Committee of the TENCO Workforce Development Board (WDB);
* Assist with the development of the Regional, State, and Local plan;
* Present data to the TENCO WDB;
* Maintain confidential records and data system;
* Participate in local school functions, Business Service activities, community events, and state workgroups; and
* Other duties as assigned.

**Educational Level:**

Graduate from an accredited college or university with a Bachelor’s Degree in Public Administration, Business Administration, Communications, Social Services or closely related field is preferred. Associate Degree will be considered in combination with three or more years of related experience.