



## **EMPLOYMENT ANNOUNCEMENT**

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Director of Workforce Development – Youth Services

**Department:** Youth Services

**Reports to:** Director of Youth Services

**Hours:** Full-time

### **Position Summary:**

The Director of Workforce Development (Director) is responsible for overseeing the employment services component for Youth Services at Union Settlement. Employment services includes the management of Career Academy, Union Settlement's work readiness training curriculum for disconnected youth, ages 17-24. Responsibilities also include developing permanent job leads, maintaining a job bank with entry and advanced level job openings, and placing program participants into employment. The Director will assess participants' job skills, abilities and interests, and match participants with appropriate positions. The Director will also be responsible for managing, tracking, and reporting employment data on a regular basis. This position manages two Workforce Development Associates.

### **Additional Responsibilities:**

- Build relationships with participants in order to construct bridges to future long-term job-retention; conduct weekly employment visits and/or home visits as needed.
- Develop relationships with employers and organizations in East Harlem and neighboring areas with ongoing staffing needs through networking, cold calling, face to face meetings with potential employers, and other business development efforts.
- Design and facilitate employment workshops to 235 disconnected youth each year related to the labor market, resume writing, interview skills and the independent job search for participants.
- Develop placement assignments consistent with training program and skills of participants.
- Place a minimum of 12 program participants per month in jobs, internships, and/or vocational training opportunities.
- Document placement outcomes and milestones in database.
- Collaborate with other Youth Services staff to identify potential participants from their programs.
- Create a fun, thought provoking program environment developed around a strength-based learning approach grounded in youth development principles.

- Attend external meetings, conferences, workshops, and other networking opportunities to promote agency visibility.
- Maintain participant files and case notes.
- Conduct ongoing market research to determine areas of high employer demand.
- Identify and develop a strategic service plan that serves both the needs of the employers and clients.
- Participate in at least one Youth Services programmatic committee.
- Attend and participate in scheduled Platform, Leadership and Youth Services staff meetings.
- Additional duties as assigned by the Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in related field.
- Demonstrated employment counseling or job development experience required.
- Demonstrated experience in working with at-risk, disconnected, court-involved and/or high-risk youth.
- Knowledge of job development strategies required.
- Knowledge of labor market trends in a range of occupational fields (professional, skilled, semi-skilled, and industrial).
- Familiarity with use of computerized job banks preferred.
- Ability to outreach, network, and market participants and program.
- Ability to motivate participants toward full-time employment
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Familiarity with the East Harlem community preferred, but not required.
- Demonstrated understanding of the employment challenges facing minority youth in underserved communities.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume, References, and Salary Requirements to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org).

Please indicate Director of Workforce Development in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**