

# UNION SETTLEMENT

## 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:** Education Coordinator  
**Department:** Youth Services  
**Reports to:** SYEP Program Director  
**Hours:** Part-time  
**FLSA:** Non-Exempt

### Position Summary:

The Education Coordinator ensures programmatic quality of School based instruction throughout SYEP. The Education Coordinator will be required to facilitate and track structured project based and work based learning projects with the overall goal to expose and invigorate high school participant on the careers of the future. This position also requires considerable use of, customer relationship management with placement sites, labor market information, motivational, mentoring, career assessment planning and coaching skills in order to enhance participant's experience of Career pathway exploration.

### Responsibilities:

- Build relationships with participants in order to construct bridges to identifying career options.
- Plan, develop, and implement project based learning opportunities geared to the priority sectors.
- Design and facilitate employment workshops related to the labor market, resume writing and interview skills and DOE curriculum as needed.
- 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.
- Additional duties as assigned by the SYEP Director.

### Qualifications:

- Some college credentials or higher in related field with 2 years of experience.
- Demonstrated employment counseling or job development experience required.
- Demonstrated experience in working high school youth.
- Knowledge of job development strategies required.
- Knowledge of labor market trends in a range of occupational fields (professional, skilled, semi-skilled, and industrial).
- 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:  
[youngadultservicescareers@unionsettlement.org](mailto:youngadultservicescareers@unionsettlement.org).

Please indicate Education Coordinator in the subject of e-mail.

**UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER**