

# 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:** Work Readiness Facilitator  
**Department:** Youth Services  
**Reports to:** SYEP Program Director  
**Hours:** Part-time  
**FLSA:** Non-Exempt

### Position Summary:

The Work Readiness Facilitator ensures programmatic quality of School based instruction throughout SYEP. The Work Readiness Facilitator 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:

- Design, deliver and manage interactive experiential learning activities in a classroom environment.
- Assist participants in developing a Work Readiness Portfolio that includes a resume, sample application, cover letter, thank you letter, reference sheet (professional/personal), and a mock interview evaluation form.
- Teach Communication Skills and reinforce oral and written skills to enhance soft skills.
- Prepare lesson plans, course outlines, and/or syllabi, designed to give participants marketable skills for employment.
- Monitor and facilitate instruction at high school location.
- Work closely with program staff to ensure a team approach in providing instruction of work readiness for participants.
- Participate in the research of educational materials and equipment for training programs.
- Assist in the implementation of curricula.
- Maintain participants' academic records for program evaluations, update Work Readiness Profile as required for assurance, counsel participants regarding classroom performance and progress.
- Additional duties as assigned by the SYEP Director.

**Qualifications:**

- Some college credentials or higher in related field with 3 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 Work Readiness Facilitator in the subject of e-mail.

**UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER**