

## **YOUTH EMPLOYMENT SPECIALIST – MARSHALL OFFICE**

Full-Time | \$21 - \$26 per hour | Monday – Friday 8:00am - 4:30pm

Are you passionate about helping individuals build meaningful careers? The Southwest Minnesota Private Industry Council (SWPIC) is seeking a Youth Employment Specialist to provide youth employment and trainings services in Southwest Minnesota.

### *Responsibilities:*

- Coordinate and deliver assigned youth program activities and special projects
- Assessment of customer interests, abilities, and needs for employment & training services
- Exploration of various career opportunities
- Develop employment/career/support service plan for each participant
- Maintain knowledge of program guidelines and budget
- Regularly monitor progress with customers and worksites
- Make employer contacts for work experience/job shadow for customers
- Work as the link between the employer and the youth participant
- Develop and maintain quality working relationships with other social and youth serving agencies in the assigned area

### *Qualifications:*

- Related experience and/or education equivalent to an Associate's degree or higher in social services, counseling, social work, psychology, human resources, business, or a related field
- Interest and knowledge in youth service, education, and employment and training programs
- Valid driver's license & ability to travel occasionally within multi-county service area
- Ability to develop and maintain effective working relationships with participants, community groups, employers, and function as a member of a team;
- Ability to communicate and work with people from diverse economic, cultural, and religious backgrounds
- Strong communication skills
- Ability to express self both orally and in writing and ability to follow oral and written instructions
- Demonstrate attention to detail
- Bilingual skills desired
- Diverse candidates are encouraged to apply.

Benefits include: Health Insurance, Life Insurance, Long Term Disability Insurance, Dental/Vision Insurance, Paid Time Off, Earned Sick and Safe Time (ESST), 401(k) with employer matching, Employee Assistance Program, Health Savings Account, Flexible Spending Account, Mileage Reimbursement.

An Equal Opportunity Employer/Provider. Diverse candidates are encouraged to apply. A Proud Partner of the American Job Center Network. Upon request, this information is available in alternate format.