



Position: Coordinator of Young Adult Employment Services
Location: Bronx and Manhattan, New York
Reports to: Program Director
Hours: Full-time, 40 hours per week, some evenings /weekends

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 42-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 600 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

The Coordinator will provide direct workforce development services as well as program oversight across all Jericho programs that serve young adults, including Rapid Rehousing, Homelessness Prevention, Supportive Housing and Knowledge and Employment for Young Adults (KEYA) programs to help participants achieve their desirable employment, education, and training goals. The Coordinator will work in tandem with the Case Management Teams to coordinate referrals and service delivery to young adults.

The FLSA status of this position is **Exempt**.

Responsibilities:

- Manage the daily operations of workforce development services for young adults across multiple programs to ensure positive outcomes for participants.
- Plan and implement outreach strategies that result in achieving enrollment goals in programs.
- Develop innovative program components and activities for client engagement and retention in programs.
- Supervise and coach Career Counselors in multiple programs.
- Monitor and facilitate client referrals to, and communication with, the Business Services team related to young adults' job search; troubleshoot problems to ensure appropriate and timely job placements.
- Solidify partnerships with the network of young adult serving organizations in NYC; attend scheduled network meetings and establish cross-referral systems.
- Research and develop/identify resources for advancing young adults' education, training, entrepreneurship, apprenticeship and internship opportunities.
- Monitor and manage performance outcomes across all programs to ensure that enrollment, job placement and job retention goals are fully met.

- Provide weekly reports on client enrollment, engagement, job search activities, job retention follow-up, and re-placement.
- Perform quality assurance to ensure data accuracy and timely completion of documentation related to WfO services in AWARDS.
- Assist in hiring Career Counselors; screen resumes, schedule and participate in interviews.
- Plan and implement the onboarding of new staff; complete performance reviews as required.
- Perform as the designated Career Counselor at Walton House; plan and deliver the entire range of career counseling responsibilities for 32 young adults at this Supportive Housing facility.
- Regularly attend all scheduled meetings in various programs and sats.
- Other responsibilities as assigned and required by the emerging needs of programs and participants.

Requirements:

- Bachelor's degree required. Master's preferred.
- Knowledge and experience in providing workforce development services in a not-for-profit setting is strongly preferred.
- Knowledge and experience in the application of Motivational Interviewing and Person-centered planning preferred.
- Must be able to work and produce desired performance outcomes in a team environment, requiring high levels of collaboration, cooperation and teamwork.
- Familiarity and comfort with the LGBTQ community and providing a safe and supportive space for LGBTQ young adults is strongly preferred.
- Familiarity with Foothold Technology AWARDS is a plus.
- Experience working with low-income, vulnerable young adults is highly desirable.
- Ability to motivate and forge strong relationships with young adults.
- Superior written and verbal communication skills and advanced computer literacy.
- Ability to travel throughout the five boroughs is a must.

Compensation:

The salary range for this position is **\$64,350.00 to \$67,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department

Jericho Project

Job Code: **Coordinator of Young Adult Employment Services**

245 W. 29th Street, Suite 902

New York NY, 10001

Fax 646.624.2301

careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org