CAREER OPPORTUNITY

Youth School to Career & Leadership Development Specialist

If you want to join a hard-working team that shares a commitment to provide top-quality youth services in a prime North County location, consider a position with Escondido Education COMPACT. We have an opening for the position of **Youth School to Career & Leadership Development Specialist** as part of the Community Development Team. The primary focus of this position is working with Young Adults and their families to help them to be successful contributing citizens and help reduce Ethnic and Racial Disparity.

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<th>POSITION: Youth School to Career &amp; Leadership Specialist</th>
<th>EMPLOYMENT STATUS: Full Time, non-exempt</th>
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<td>REPORTS TO: Executive Director</td>
<td>COMPENSATION: $20 hr. Plus $350/month flexible medical reimbursement account</td>
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**RESPONSIBILITIES:**

- Develop and implement workplan for K-8 & 9-12 School to Career Services.
- Coordinate special events and training/workshops for K-8 such as Career Days, Communications Workshop/Training, and Financial Literacy.
- Synchronize Business Contact for all School to Career Services
- Coordinate Job Shadow event for over 100 high school youth.
- Outreach and recruit for over 100 high school for Teen Service Club, Helping Hands.
- Coordinate with local media for press releases, recruiting, public announcements,
- Attend staff meetings, Special Project Meetings and one-on-one meetings with Executive Director.
- Document performance measures of specific activities/projects (i.e. special event attendees, internship hours completed, workshops attended, counseling and etc.).
- Support community partnerships and play an active part in established community collaborative for potential program recruitment.

**REQUIRED:**

- Possess strong people and customer service skills.
- Be extremely organized.
- Be energetic, hard working, motivated, and team-oriented.
- Work effectively in a hectic, fast-paced environment.
- Be able to work alone and on-task with minimal direction.
- Possess strong computer skills and use of basic office equipment.
- Be extremely comfortable speaking in public and leading youth group workshops. & activities
- BA/BS in related field
- Bi-lingual in Spanish

**PREFERRED:**

- Experience working with youth/young adults in School to Career Services (ie: Workforce Development Training, Job Shadowing, Career Exploration and Employment)
- Experience in coordinating individual events (Career Days) for youth at the school campuses.
- Able to lead small & large youth groups in Leadership Development and facilitating Service Learning activities; Responsible for tracking individual youth events & hours.
- Able to work effectively with a diverse ethnic and socio-economic population.
- Have a valid California Driver’s license and reliable transportation.
- Advanced phone/communication skills;
- Proficient in Microsoft Office.

**TO APPLY:**

E-mail, fax or drop off cover letter and resume
Fax: 760-738-6076  Attn: Selena
E-Mail: srogel@educationcompact.org
if e-mailing, include “School-to-Career/Leadership” in the subject line
Drop Off: 220 S. Broadway, Escondido, CA  92025
Telephone: (760) 839-4515
Filing Deadline: December 8, 2022

**NOTE:** Applicants may be subject to pre-employment drug testing.

The goal of the Escondido Education COMPACT is to provide quality service that enhances the safety, economic diversity, environment and health of the community, where our youth and employees can thrive in an atmosphere of courtesy, integrity and respect.  

Equal Opportunity Employer, Affirmative Action Employer; Americans with Disabilities Act - The Escondido Education COMPACT encourages the applications of bilingual persons, women, minorities and persons with disabilities. We will attempt to reasonably accommodate applicants with disabilities upon request.

DRUG AND ALCOHOL FREE WORKPLACE.