**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title: Youth Employment (Nuesto Futuro) Program Specialist</th>
<th>FLSA Status: Non-Exempt</th>
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<tbody>
<tr>
<td>Department: Programs</td>
<td>Supervises: n/a</td>
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<tr>
<td>Reports To: Nuesto Futuro Coordinator</td>
<td>Date Written/Revised: August 2023</td>
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**Summary:**
The Nuesto Futuro Program is an integral part of the Education initiatives at the Latino Community Center (LCC). The program focuses on career readiness and providing youth employment opportunities that will help Latinx students to explore different career pathways and lead them to success. The Youth Employment Program Specialist supports the Nuesto Futuro Coordinator to plan, implement, and reporting on two projects: Learn & Earn and One-Year Round.

**Essential Duties and Responsibilities:**
- Supports the coordination and implementation of the Nuesto Futuro Internship & Career Readiness Program.
- Assists with students’ applications by gathering & uploading documents and sending applications.
- Conducts, under the supervision of the Coordinator, career assessments and prepares reports for each one to identify their professional interests.
- Plans and supports the implementation of the Career Readiness workshops to prepare Latinx Youth (ages 14-24) for their first professional experience.
- Supports the recruitment of students by working with the LCC team to identify and recruit candidates for summer jobs and internship opportunities.
- Attends job fairs and university/college/technical school events to recruit worksites where our students can intern.
- Coordinates information sessions about opportunities for career advancement and development.
- Works with the Communications Coordinator to create informational materials for the agencies/organizations and students about the program.
- Supports the students from Nuesto Futuro during their internship/job program.
- Collaborates with the team in ensuring youth in the Nuesto Futuro have access to case management services if needed.
- Attends relevant training and meetings.
- Maintains the safety and security of youth at all times.
- Adheres to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws and Latino Community Center policies and procedures.
- Keep updated Apricot system (CRM) with data and qualitative notes per student.
- Prepares reports of program outcomes as required for each program.
- Performs other duties as needed. Including but not limited to participating in the organization’s events committee.

**Competencies (Knowledge, Skills, and Abilities):**
- Verbal and Written Communication
- Problem-Solving
- Attention to Detail
- Collaboration
JOB DESCRIPTION

- Willingness and Ability to Learn
- Initiative
- Bilingual in Spanish and English
- Adaptability
- Organization/Planning

Physical Demands and Work Environment:
This description is representative of requirements that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Incumbents will operate in an office setting and be required to use a computer with a keyboard, telephone, or handheld mobile device for extended periods of time and office machinery as needed.
- Individuals may occasionally be required to lift, pull, push, and carry up to 20 pounds.

Position Type and Expected Hours of Work:
This is a full-time position, 40 hours a week, typical are Monday through Friday, 9:00 AM to 5:00 PM. but the incumbent will work some evening hours and possibly Saturdays - depending on what works best for the Youth. This position is hybrid, with the majority of the days in person at the LCC office.

Education, Certification(s), and/or License(s) Required:
- Bachelor's degree in Higher Education, Administration and/or equivalent work experience.
- Act 33/34 and FBI Clearances required
- Complete Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in PA

Other Requirements:
- 1+ year experience in an administrative role.
- Knowledge of Microsoft Office Suite
- Cultural sensitivity to the needs of the Latinx community.
- Demonstrated ability to establish and maintain effective working relationships with parents, program staff, and other agency personnel.
- Team player and go-getter with a growth-mindset; takes initiative.
- Ability to work independently and within a team.
- Availability to work flexible hours including afternoons, evenings, and some weekends is required.
- Capacity to display understanding, patience, and compassion when working with youth and communicating with families.
- Demonstrates a passion for education as a pathway to personal and professional growth and success.
- Represents the LCC values: Empathy, Positive and Welcoming, Growth Mindset, Professionalism, Passion, and Education.

Compensation:
- Hours per week: 40 Hours
- Salary Range: $40,000
- Additional Benefits including medical, dental, vision, life insurance, and PTO time