

**POSITION:** Career Readiness Coordinator  
**STATUS:** Full-time  
**POSITION REPORTS TO:** Student Success Program Sr Manager

**ABOUT LEGACY LA:** Founded in 2007, Legacy LA is a community based non-profit organization focused on youth development. Our mission is to make positive interventions in the lives of young people through mentorship, academic and emotional support as well as leadership development. We build youth's capacity to reach their full potential and equip them with the tools to transform their lives and their community.

**SUMMARY:** The Career Readiness Coordinator will provide individualized employment and career support to youth ages 16-25. The Coordinator is lead in developing and implementing career readiness programs including health careers pathway, environmental stewards, and other key partnerships that align with the Legacy LA mission and vision. The Coordinator will work closely with students, partners, school personnel, City and County employment programs and current employers in order to create a pathway to careers for our youth. The Career Readiness Coordinator will also outreach to local employers in order to develop new career opportunities for youth, maintain relationships with current employers and support youth in employment placement to ensure that they are successful employees.

#### **DUTIES AND RESPONSIBILITIES:**

- Establish and maintain strategic relationships with current and potential employers in order to create employment and career opportunities for youth.
- Support youth in obtaining full time employment for up to 12 months and provide job retention services and support
- Develop and facilitate employment readiness workshops and events to further expose youth and community members to employment opportunities.
- Direct liaison to employment programs for City and County of Los Angeles and manage youth timesheets and all documentation requirements.
- Develop and maintain an employment bulletin board to inform the local community about employment opportunities.
- Responsible for leading the planning and implementation of Legacy LA's Annual Career Day
- Initiate work based learning opportunities such as guest speakers, job shadowing, workplace tours etc
- Establish strategic relationships and partnerships with key staff at academic and vocational institutions and organizations to build career pathways for youth.
- Maintain accurate records of student participation in career readiness programs and complete reports as needed.
- Lead the planning, organizing and implementation of Legacy LA's annual Career Day(s) involving all staff and youth
- Implement and maintain any internal operating procedures related to effective and efficient program implementation (e.g., petty cash management, budgeting, expense reporting, etc.)
- Ensure alignment of Career readiness activities with grant goals, objectives, outcomes, and methodology, including achieving contractual obligations outlined in grants and contracts.
- Support in Community Events/ Engagement activities/ Advocacy efforts as needed

#### **DESIRED QUALIFICATIONS:**

- A Bachelor's Degree in social sciences, business or related field from an accredited College/University
- 2+ years of experience in youth development, career readiness, human resources, and/or case management
- Must have a positive youth development approach with a social/restorative justice lens
- Experienced and confident in supporting youth in crisis both emotional and academic
- Must be able to make minimum commitment of 2 years to position
- Ability to work independently and take initiative to meet deadlines
- Ability to work effectively with diverse clients with a broad spectrum of assets and needs
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Organized: Set priorities, develop a work schedule and monitor progress towards goals, track data and activities.
- Excellent verbal and written communication skills
- Strong computer skills, Microsoft Office Suite; ability to create and maintain database
- Willingness to support in transporting youth in van as needed

**SALARY RANGE:** \$21-23/hr plus full health benefits (range based on experience and qualifications)

**Please send resume and letter of interest to:**

Email: [hr.recruit@legacyla.org](mailto:hr.recruit@legacyla.org) If you have any questions you may contact [Francisco@legacyla.org](mailto:Francisco@legacyla.org)

**Legacy LA is an Equal Opportunity Employer**

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