



# Job Posting

March, 2019

## POSITION

Project Developer (SYEP Younger Youth)

## EMPLOYMENT TYPE

Regular FT -Temp – 35 hours/week

## SALARY

\$21.97/hr

## REPORTS TO

Program Director

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Educational Coordinator with the development of project-based activities for younger youth
- Identify and obtain community resources and secure partnerships for project-based activities
- Order supplies, materials and curriculum needed for effective project-based learning activities. Organize field trips
- Lead Work Readiness Training component
- Provide career coaching and counseling
- Ensure youth are placed in project-based activities that are aligned with their interests
- Monitor and report on project-based sites on a weekly basis
- Refer participants for support services internally or externally
- Coordinate culminating event
- Complete all other assignments and tasks as specified by Program Director

## COMPETENCIES

- Bilingual Spanish/English preferred
- Prior experience developing project-based activities or service learning projects preferred.
- Ability to organize and maintain detailed records, effectively multi-task and meet prescribed deadlines.

## EDUCATION EXPERIENCE

**Bachelor's Degree** required and a minimum of two years of related experience which may include, but need not be limited to, developing project-based experiences, service learning projects, in-classroom workforce development experiences, worksite development, providing career coaching and counseling, and working in the field of education and

## APPLICATION DEADLINE

May 17, 2019

## SUBMIT RESUME TO

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