



Job Announcement Youth Employment Advisor

Southwestern Oregon Workforce Investment Board – SOWIB is a 501(c)(3) non-profit organization that invests federal and state funds into the workforce system in Coos, Curry, and Douglas Counties. We coordinate workforce programs and services through a network of local partners.

Position Title: Youth Employment Advisor for HIPPO Program

Open until Filled: Applications will be reviewed as received

Classification: Full Time – Non-Exempt

Starting Wage: \$23 hourly, 40-hour work week (\$47,840 annual)

Competitive Benefits: SOWIB covers employee health, dental and life insurance and 50% of dependent health and dental insurance. Holidays, PTO, and a matching 401k are also included.

Join the Recruit HIPPO team! We Help Individuals Pursue Professional Opportunities. We believe in preparing our youth for family and self-sustaining income level jobs in Coos, Curry and Douglas Counties.

Your focus will be to encourage High School Students to explore and plan for employment opportunities. Partnering with high school administration you will identify students who would benefit from paid work experience and internships for credit. You will be assisting in career exploration, interest assessments, resume writing, work readiness training, industry tours and job fairs.

You will work in conjunction with our business services team who identify and engage local area businesses that are willing to engage with and mentor youth to create placements suitable for interested candidates.

Typical Responsibilities:

- Recruit, enroll, assess, job coach and case manage youth participants
- Present to other organizations to increase community awareness of the program
- Participate in on-going training to enhance skill and awareness
- Utilize data and tracking software systems
- Refer students to other partner providers for additional services
- Other duties and special assignments as assigned

What you bring:

- Ability to engage with and authentically relate to teens and young adults in a supportive coaching role
- Outgoing personality with the ability to relate to and develop rapport with people from various socio-economic backgrounds
- Excellent customer service and communication skills, written and verbal
- Attitude of discretion and confidentiality in compliance with regulations
- Time and territory management skills

- Tech and computer system literacy
- Ability to communicate benefits and goals of the program to a wide variety of audiences.
- Reliable and insured transportation for visiting assigned schools
- Occasional attendance at weekend, evening, or out-of-town meetings and events.
- Self-motivated and team-player attitude along with a desire to maintain high individual performance standards.

Preferred Qualifications:

- Bachelor's Degree in human services, social services, education or combination of training and experience which demonstrates the ability to manage a case load and related documentation.
- Experience working with, educating or case managing youth.
- Successful track record of achieving and exceeding performance targets on a regular basis.
- Working knowledge of community resources, regional labor market, local hiring trends and major employers.

Details:

- Reimbursement for travel per Federal guidelines and mileage reimbursement.
- Employment with SOWIB is contingent upon an acceptable background and references check.
- Multiple openings: Staff to be based in each county in the SOWIB Region: Coos, Curry, Douglas

TO APPLY: Submit Cover Letter and Resume demonstrating required experience and skills to: info@sowib.org with "<county> HIPPO YEA " in the email subject line.