



Youth Employment Advisor (North Douglas County) – Full Time Job Announcement

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 implement innovative solutions and partnerships to meet the workforce needs of employers and individuals in our community.

Position Title: Youth Employment Advisor - Douglas

Classification: Full-Time; 40 hours per week

Salary Range: \$23.96 - \$25.88 per hour

Position Purpose: This position is responsible for working with and encouraging youth to explore and plan for employment opportunities.

Essential Functions:

- Recruit, enroll, assess, job coach and case manage youth participants.
- Present to other organizations to increase community awareness of SOWIB youth programs.
- Help facilitate work readiness classes for participants, as needed.
- Participate in on-going training to enhance skills.
- Input data into the tracking software system accurately and in a timely manner.
- Refer participants to other area agencies for additional services, as needed.
- Represent SOWIB at local conferences, meetings and events, as needed.
- Other duties, as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Supervisory Responsibility

- N/A

Work Environment

While performing the duties of this job, the employee regularly works in an office setting, out in the community and with a diverse population.

Travel

- This position typically requires local and regional travel.

Qualifications:

Required Education and Experience

- High School diploma or equivalent.
- Strong working knowledge of Microsoft Office, including, Excel, Word, Outlook, and PowerPoint.
- Proficient written and verbal communication skills, including accurate grammar and business correspondence.



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- Excellent organizational and time management skills and the ability to prioritize in a fluid changing environment.
- Must be organized, flexible, independent, self-motivated, enthusiastic, dependable, and detail-oriented.

Preferred Education and Experience

- Bachelor's degree, or other equivalent education and/or work experience combination.
- Non-profit experience.
- Experience working with, educating or case managing youth.
- Working knowledge of community resources, regional labor market, local hiring trends and major employers.

Other Salary Information

In addition to the base salary of \$23.96, we offer a compensation differential of \$4,000 annually for individuals who meet one of the following qualifications:

- Teacher's Certification: If you hold a valid teaching certification, you are eligible for a \$4,000 annual compensation differential.
- Bilingual Proficiency: If you are bilingual and proficient in a language relevant to our student population's needs, you are eligible for a \$4,000 annual compensation differential.

****Please note:** Candidates can only receive one compensation differential, either for teacher's certification or bilingual proficiency, but not both.**

TO APPLY: Submit Resume demonstrating required experience and skills to: jholling@sowib.org with "North Douglas YEA" in the email subject line. **Open until filled.**