

Pinellas Education Foundation

Job Description

YOUTH COORDINATOR - GED

Program:

Youth Connect

Description:

The Youth Coordinator performs varied duties in the recruitment and case management of students in appropriate career preparation programs. Works with Pinellas County Schools (PCS) and other organization in locating students who will qualify as participants under the terms of the grant. Works with guidance and admissions department to ensure students are assisted in the selection of an appropriate career preparation program based on aptitude and career assessment. Position works under general supervision, and requires exercising of independent judgment. Position involves 30% travel to GED sites within Pinellas County.

Responsibilities include but not limited to:

- Working closely with PCS and other organizations recruiting students
- Interviewing students, evaluating, and providing information to students on placements needs and requirements
- Assisting students with completing program application
- Monitoring student's monthly progress and preparing reporting correspondence for related files and records
- Providing 3-6-9-12 month follow-up for all exited students
- Maintaining knowledge of WIOA and CareerSource Pinellas regulations, policies, and procedures
- Assisting with enrolling all WIOA eligible participants in EFM system
- Completing/maintaining an Individual Strategy Plan for all WIOA eligible students
- Monitoring program outcomes and performance measures
- Managing the distribution of transportation assistance
- Performing other duties as needed to meet grant contractual agreement

Skills/Attributes:

- Strong organizational skills
- Excellent technology skills
- Proficient in Microsoft Office

Experience Required:

A college degree is preferred but not necessary. Candidate must have 3 years' experience in adult and/or community education or equivalent education. Experience in working with the public is preferred.

Salary:

\$16.50 - 17.50/hr

No phone calls will be accepted. Please email your cover letter and resume to HR@pinellaseducation.org.