

# Northwest Workforce Council

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- [www.nwboard.org](http://www.nwboard.org) -

## Community Outreach Coordinator Youth Workforce Programs Intern

Are you interested in youth/young adult development programs? The Northwest Workforce Council helps youth/young adults who are struggling with finding their place. The internship will have a focus on youth/young adult programs (ages 16-24).

### THE POSITION:

Engaged in a variety of initiatives and projects in support of youth (young adult) development programs focused on assisting select young adults in gaining the knowledge and support needed to gain successful employment and careers. The Community Outreach Coordinator performs a variety of duties in support of programs including recruit, assess, and instruct individuals and groups for work readiness and occupational skill development, employer-based training, site development, and documenting participant progress. Help young people to find their voice and use it to create positive change for themselves.

The Community Outreach Coordinator works with minimal supervision and is able to complete tasks independently. Reports to the Programs Manager.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

This is a fantastic opportunity for an individual who wants to utilize and develop their community development and partnerships experience to really make an impact. It would suit someone unique, with fresh ideas to bring to the table and a true passion for youth/young adult development.

- A. Develop positive relationships with young adults and assist them in a variety of activities which focus on their work readiness and basic skills
- B. Collaborates as a team member within partnerships including: secondary schools, community based organizations, government agencies, and private businesses
- C. Monitor individual youth and team progress towards project goals
- D. Assist in developing work based learning opportunities (i.e. internships; on-the-job training)
- E. Participates in the scheduling and delivery of youth workshops
- F. Promote WorkSource system services, identify customer needs, and provide informed referrals
- G. Conducts follow up contacts to gather feedback, provide career guidance, identify service needs

### DUTIES:

- A. Assist professional staff in all aspects of program services
- B. Maintain and update database systems
- C. Complete work schedules, manage calendars, and arrange appointments
- D. Utilize case note and other data entry following the agency standards and guidelines
- E. Serve as an advocate for those seeking to live productive, self-sufficient lives.

**REQUIRED SKILLS & KNOWLEDGE:**

The Youth Community Outreach Coordinator for Youth Workforce Programs is a creative, enthusiastic, flexible and energetic individual who assists in the delivery and development of programs pertaining to youth/young adult employability and employment in Whatcom county communities. The Intern can demonstrate the following skills:

<b>Technical</b>	Proficient in use of Microsoft Office applications including Word, Outlook and Excel
<b>Communication</b>	Speak and write well in English. Must have skills in teamwork, cooperation, listening, persuasion, and empathy
<b>Organization</b>	Organize and prioritize to manage time to accomplish tasks and meet deadlines; ability to prioritize and outcome oriented
<b>Critical Thinking</b>	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
<b>Attention to Detail</b>	Careful attention to detail and thoroughness in completing work tasks
<b>Attitude</b>	Dedicated, loyal and reliable; Depending on oneself to get things done
<b>Adaptability/Flexibility</b>	Being open to change and to considerable variety in the workplace

**WORKING ENVIRONMENT AND ADDITIONAL REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Additionally:

- Normal business hours are Monday through Friday, 8:00 to 5:00 PM. This is a temporary position designed to be full time. \*Part time, no less than 20 hours per week, may be negotiated based on student schedule. A schedule will be developed and agreed upon in advance. The employee is required to be present in the workplace during scheduled hours.
- The position is based in Bellingham.
- The position requires passing a criminal background check as condition of employment.
- Washington State driver license required with properly licensed and insured automobile available during work hours.
- Work is conducted primarily in an office setting and will involve some travel within the region; employee to provide own transportation, with travel reimbursed at fixed federal or actual rates.

**WAGES**

Wage for the Workforce Intern is \$12 per hour. In an internship, the position is a temporary, part-time position. Workforce Intern is not eligible for the benefit package through Northwest Workforce Council.

## APPLICATION PROCEDURE

To apply, please submit the following to [HR@workforcenorthwest.org](mailto:HR@workforcenorthwest.org) or by mail to: Human Resources, Northwest Workforce Council, P.O. Box 2009, Bellingham, WA 98227:

1. Letter of interest, to include the title and location of the position you are applying for
2. Current Resume
3. Professional References w/contact information (two minimum)
4. Detailed response to the following three questions:
  - What is your understanding of the position and all that it entails?
  - Why you are interested in the position?
  - How are you are qualified for the position?

***Only those applications that contain the above required items (1-4) will be considered.*** It is NWC policy to verify information contained in all application materials.

Candidates whose qualifications most closely match the desired attributes will be invited to interview at their own travel expense. The process may include, in addition to an oral interview, a written exercise, a presentation and/or skills testing.

NWC reserves the right to extend application deadlines and to modify the selection schedule without notice, or to form eligibility lists for, or make appointments to other NWC positions with similar employment requirements. Position is open until filled.

Northwest Workforce Council is an Equal Opportunity Employer. Auxiliary aids and services are available to persons with a disability upon request; send email to [HR@workforcenorthwest.org](mailto:HR@workforcenorthwest.org).