



Job Title: Workforce Development Specialist

Grade: 11

Salary: \$64,603 – \$83,287

Requirements: Experience/Training in fields of social work, psychology, education, guidance, human services or a similar discipline compatible with Youth Programs Degree from an accredited 4-year college preferred. 1 year of specialized experience equivalent to CS-9.

Qualifications: Ability to establish and maintain effective working relationships with youth participants, parents, community organizations, government officials, etc.

Job Description:

Collective Bargaining Unit (Union): This position is covered by the collective bargaining unit.

This position is located in the Office of Youth Programs. The Office of Youth Programs is responsible for providing workforce development programs and services to district youth between the ages of 14-24. This Workforce Development Specialist is required to perform duties related to the following:

Outreach and Recruitment:

- Conducts outreach and recruitment to increase awareness of available workforce development services.
- Works with private sector organizations to identify areas of opportunities for youth ages 14-24 to receive work readiness training and placement.
- Host information sessions, webinars and conferences for the public to education on workforce programs and services and identify new partners.
- Plans and conducts meeting/conferences and workshops related to the overall recruitment effort of the OYP.
- Makes presentation to social services agencies, schools, churches, military recruiters, private sector and local government agencies to elicit maximum participation.
- Provides in depth occupational choice/change for career development counseling and labor market information to program applicants and stakeholders.