

**JOVEN, INC.**  
**POSITION ANNOUNCEMENT**

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**TITLE:** Career Coach/Leaders of America (3 open positions)  
**CONTRACT:** Department Human Services  
**REPORTS TO:** Project Coordinator

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***SUMMARY***

This position is responsible for developing and monitoring work experience sites for Leaders of America participants. The Leaders of America program is a summer youth employment program for teens ages 14-17, that attend Edgewood ISD, Harlandale ISD, Northside ISD, San Antonio ISD, South San ISD, Southside ISD and Southwest ISD.

***DUTIES AND RESPONSABILITIES***

Develops work experience sites at private and public employers. Uses Workforce Solutions Alamo data to identify high-demand careers and seeks work experience to support such careers. Provides direct services to youth which includes but is not limited to case management and mentoring. First point of contact for youth and employers. Collects participant time sheets and employer evaluations. Accesses or facilitates referrals to additional resources to meet the needs of the youth. Coordinates job readiness training, job search and career development with presenters from high-demand careers. Accurately completes all service documentation in compliance with the funding source's requirements. Conducts data entry and filing as needed.

***EDUCATION***

Bachelor's degree in a social service related field or 30 plus college hours.

***EXPERIENCE***

- Experience in job development and working with multiple employers simultaneously.
- Excellent organizational skills with the ability to maintain composure and handle pressure.
- Strong communication skills—verbal and written.
- Experience in a community-based, youth oriented organization preferred.
- Proficient with Microsoft Word, Excel and Outlook.
- Bilingual (Spanish) preferred.

***COMPENSATION***

\$9.50 per hour/No benefits

Temporary position-Full Time – 40 hours per week

**Starting Date: May 20, 2019**

**Ending Date: August 2, 2019**

**Respond by faxing a cover letter and resume to:**

**Respond by emailing a resume to:**

**EMAIL: [JOBS@JOVENATX.ORG](mailto:JOBS@JOVENATX.ORG)**

**PHONE: 924-0330**