



## JOB DESCRIPTION

**Job title:** Career Exploration Coordinator

**Reports to:** Director Youth Employment Services

**Overview:** The Career Exploration Coordinator is responsible for the overall operation of the Career Exploration Project, a workforce development program for court-involved youth that provides employment readiness training, career guidance and meaningful work experience through paid internships.

**Responsibilities:**

- Screening youth from the general youth programs population for acceptance into the program;
- Planning, coordinating, and facilitating month-long employment readiness training;
- Developing and maintaining internship sites;
- Supporting participants during internships through close monitoring and supervision, weekly classes and internship site visits;
- Verifying intern timesheets;
- Communicating with CEP staff on participant progress and program plan;
- Composing detailed and frequent progress notes on participants; and
- Providing career counseling and guidance both to current participants and Career Exploration alumni;
- Attending as needed other Career Exploration activities such as graduations, job fairs, alumni gatherings, etc.

**Qualifications:**

- Minimum of BA/BS or equivalent relevant work experience;
- Commitment to a youth development, strengths-based perspective;
- Demonstrated ability to engage, teach, and motivate youth;
- Ability to work effectively with a diverse group of staff, clients, and internship hosts;
- Excellent verbal and written communication skills; and
- Comfortable networking in the public and private sector.



**Salary:** Commensurate with experience

**How to apply:** E-mail cover letter and resume with salary history and requirements in Rich Text Format (RTF) or Word 2002 format to **casesjobs@cases.org**. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

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