

## JOB DESCRIPTION

**Job Title:** Director Youth Employment Services

**Reports to:** Director of Youth Programs

**Overview:** The Director of Youth Employment Services will be responsible for all employment and training programs and services for CASES youth program participants and graduates. Currently this entails managing the Learning to Work GED and Career Exploration<sup>1</sup> programs that provide workforce development training and internships to approximately 200 young people annually. The director will identify and implement strategies, practices and interventions that will help ensure that youth program participants and graduates, regardless of their education levels or prior work experience, have opportunities to prepare for entering the world of work, enroll in and complete employment training programs and/or secure meaningful employment.

### Responsibilities:

- Overall responsibility for the Learning to Work GED, Career Exploration and all other employment and training programs and services currently provided;
- Staff supervision including the provision of on-going feedback, preparation of regular written staff evaluations and review of participant and program outcome data;
- Working with other Youth Program staff and managers to ensure the coordination and provision of services to program participants;
- Working with the Strategic Planning and Analysis Unit (SPA) and Youth Program staff to regularly review outcome data, evaluate the employment and training needs of Youth Program participants and graduates, and modify existing interventions and/or develop new programs and services to address those needs as required;
- Working closely with development and SPA staff on fund raising initiatives including responding to RFP's;
- Working with SPA to ensure that programs achieve their many goals and objectives and that accurate and timely information is provided to SPA for reports to government and private funders;
- Representing CASES at employment and training related forums, work groups and committees throughout New York City;
- Developing and maintaining partnerships with organizations that

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<sup>1</sup> See our website: [www.cases.org](http://www.cases.org) for more information.

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enhance the scope of employment and training services available to participants; and

- Representing CEP at monthly internal performance measurement meetings to ensure contractual and budgetary goals are achieved and timely responses are developed and implemented to address any issues.

## **Qualifications:**

- A demonstrated commitment to providing high quality, innovative employment and training programming for multi-racial, multi-cultural groups of youth and young adults;
- Familiarity with and sensitivity to the needs and issues of court-involved youth and the barriers to employment that they face;
- Bachelor's degree required, advanced degree preferred;
- Minimum of 5 years experience in workforce development, youth development and/or nonprofit and/or educational institutions, at least 2 of which are in a management capacity;
- Demonstrated ability to motivate and inspire staff to perform at high level; and
- Excellent writing and public speaking skills.

**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.

CASES is proud to be an Equal Opportunity Employer. Employment with CASES is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status. We also actively recruit individuals with prior involvement in the criminal justice system.