



## Job Description

### YEP Works, Employment Retention Coordinator

#### **Organizational Summary**

The Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides an array of services to underserved youth in the Greater New Orleans region. YEP provides the highest quality services to all of our youth and their families.

#### **YEP's Mission**

The Youth Empowerment Project engages underserved young people through community-based education, mentoring and employment readiness programs to help them develop skills and strengthen ties to family and community.

#### **YEP's Vision**

YEP envisions a community where all people have access to the opportunities, skills, resources and relationships they need to actualize their potential.

The YEP Works Employment Retention Coordinator must share YEP's **Core Values of:**

**RESPECT** YEP believes all people have value and should be treated with dignity.

**INTEGRITY** YEP is honest and sincere.

**PROGRESS** YEP believes in ongoing learning and innovation.

**KINDNESS** YEP is caring and generous.

**ACCOUNTABILITY** YEP is responsible to its participants, families, community, donors and other stakeholders.

#### **Position Summary**

The Employment Retention Coordinator (ERC) will support YEP Works graduates in retaining employment. The ERC will report directly to the YEP Works' Program Director and will work closely with YEP Works' Employment Services Coordinator (ESC) to proactively assist youth to retain employment, advance in career pathways toward higher earnings, and further individual professional development. The ERC will work with the ESC to develop new relationships with local employers, strengthen, maintain, and expand current employer relationships and work with youth to gauge employment challenges and needs. The ERC will maintain data for YEP Works youth served as well as provide support to the employers who hire YEP youth. The ERC will represent YEP in local and national collaborative conversations/efforts related to workforce development to ensure that whenever possible there is alignment with YEP's work and larger initiatives.

#### **Position Responsibilities**

Although the following list is not exhaustive, it covers a wide range of the Employment Retention Coordinator's responsibilities:

- Support youth once they secure employment by providing regular coaching, mentoring, oversight and intervention on a weekly basis during the first six months a young person's employment
- Assist youth in obtaining and maintaining employment goals
- Monitor young people's progress toward goals through weekly check ins (minimum three times per month) and, in conjunction with other staff, assist with overcoming barriers to meeting goals
- Promote self advocacy for youth and assist them with managing work related issues

- Identify and establish new employment opportunities as well as advancement opportunities within existing employment for YEP participants
- Cultivate and maintain relationships with current employment partners
- In partnership with the ESC, build and strengthen connections to career pathways. This will include educating potential employers about YEP programs and the demographics served, identifying placements for YEP students, and collaborating with employers to strategically optimize mutual gains for both the employers and students
- Represent YEP in local and national collaborative conversations and efforts related to workforce development and ensure alignment with YEP's mission and vision
- Track and maintain relevant data in YEP's database, Efforts to Outcome (such as employment placement, retention, partnerships, etc.)

### **Training**

The Employment Retention Coordinator will receive on the job training and work closely with the YEP Works Program Director and all YEP Works staff to learn the specifics of YEP Works programming and to develop a plan for future training and support. The ERC will also receive training in YEP's data management system, the Efforts to Outcomes (ETO) database.

### **Qualifications**

- Educational attainment of a Bachelor's Degree strongly preferred
- Excellent writing and oral communication skills
- Strong organizational and time management skills
- Understanding of best practices for applicants in the job search process and for employers in the hiring process
- Developed relationships with New Orleans' businesses
- Minimum of two years of experience working with young adults between the ages of 16 and 24
- Deep belief in the core values of YEP and commitment to the youth in New Orleans and the mission of the Youth Empowerment Project
- Ability to work effectively and respectfully with a broad range of people from diverse cultural, ethnic and socio-economic backgrounds
- Maintain confidentiality with respect to participant, personnel and proprietary agency information
- Flexibility, dependability and an excellent work ethic
- Familiarity with New Orleans' neighborhoods and comfort working in a range of settings
- Driver's license and reliable transportation
- Experience in and connections to the hospitality industry strongly preferred

### **Salary and Compensation**

Competitive salary plus an excellent benefits package. This position is full time.

To be considered for this position please email your resume and cover letter to [jobs@youthempowermentproject.org](mailto:jobs@youthempowermentproject.org).  
NO PHONE CALLS, please.