

Job Title	Youth Career Advisor
Employer/ Agency	BakeryRipley
Job Description	<p>The Youth Career Advisor provides professional advice to customers who want job search guidance, career advice, or placement. They will work to evaluate a customer’s background, training, and education to help develop realistic career goals.</p> <p>Job Functions:</p> <ul style="list-style-type: none"> • Conducts outreach and recruitment of youth customers. • Manages customers in their career exploration, including: <ul style="list-style-type: none"> ○ Developing a relationship with the customer, ○ Actively listen to determine customers’ employment-related wants and needs, ○ Identifying skills and abilities, ○ Evaluating their past work experience, as it relates to current goals, and ○ Conducting thorough assessments to identify customers’ strengths and address challenges. • Collaborate to establish short and long-term employment and career goals. • Conducts and maintains contacts with community organizations for the purpose of outreach, recruitment, and positive public relations. • Leverage external and system resources to achieve the most effective outcomes. • Advocates for the customer and provides other resources and contacts, when Workforce Solutions cannot meet the customer’s needs. • Provide ongoing communication to ensure customer’s needs are met and maintains contact with the individual to coach and support, recognize benchmarks, and achieve goals. • Helps customers access other services and resources they may want or need, including Workforce Solutions’ financial aid. • Provide professional employment-related counseling and advice about local labor market information, career exploration tools, resources, and job search. • Facilitate career events, presentations, and workshops associated with resume writing, interviewing skills, networking, and industry research
Qualifications	<p>Required: High school or better</p> <p>Preferred: Bachelors or better in Business Administration or related field</p>

Salary/Hours	Full-time
Address	4450 Harrisburg Houston, TX 77011, USA
City, State, Zip	Houston, TX 77011
Application Method	Apply here: https://recruiting.ultipro.com/NEI1004/JobBoard/be77a20f-1de8-2d7b-7b3e-0ee8465a4825/OpportunityDetail?opportunityId=96a907cc-ec23-4527-9b5f-9fdbe3cd9bf3
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.