

Job Title	Youth Career Coach/Facilitator
Employer/ Agency	SER-Jobs for Progress
Job Description	<p>POSITION STATUS: Full Time (Temporary/Contract)</p> <p>PROGRAM: (Youth) GAP - This Way Ahead</p> <p>POSITION OVERVIEW/GENERAL RESPONSIBILITIES: SER-Jobs for Progress is seeking dynamic individuals to join its growing staff team. We are currently looking for those experienced in working with youth/young adults. The responsibilities of the Youth Career Coach/Facilitator are to implement a comprehensive youth/young adult internship program in support of their educational, occupational, and personal growth. The position maintains constant contact with interns over a 6 month period which includes Job Readiness training and an internship. The GAP - This Way Ahead (TWA) Career Coach/Facilitator will facilitate workshops, mentor youth and monitor job performance during their internship. SER enhances the quality of life in the Hispanic Community and other communities in need, by providing education, training, and employment services. SER's education and training programs are intensive with high enrollment and placement outcomes. Adhere to the mission of SER-Jobs for Progress.</p> <p>WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:</p> <ul style="list-style-type: none"> • Organize and track related documentation (i.e. contact information, communication logs, timesheets, evaluation forms, surveys, internship agreements, and completion forms, etc.). • Organize and deliver presentations related to the Internship Program, the development of critical workplace skills, and the career planning and job search process. • Provide leadership and direction in the areas of individual assessment, educational choices/career planning and development, and placement strategies for youth/young adults. • Provide youth/young adults with guidance and information regarding career research, options and decision-making, goal setting, job searching process through one-on-one and workshop settings. • Participate in professional development activities and other outreach activities. • Research and gains full understanding of SER programs as well as its target outcomes. • Have a passion for helping others understand and communicate their true value.

<p>Qualifications</p>	<ul style="list-style-type: none"> • Other duties as assigned. <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Bilingual Preferred (English/Spanish) • Excellent communication and organizational skills • Ability to interact with young people in a respectful and caring manner • Youth/young adult-centered and committed to coaching youth/young adults toward success • Feel comfortable fostering relationships • Prior work or volunteer experience with non-traditional youth/young adults in an alternative setting • Ability to multitask and self-manage in a fun, fast-paced environment • Active in using social media platforms (e.g. Facebook, Twitter, LinkedIn, YouTube, Flickr, etc.) • Ability to create great working relationships with all levels within the organization and across multiple disciplines • Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends, as needed • Strong facilitation/leadership skills with the ability to manage groups of 25 or more • Results driven and detailed oriented • Proficient computer skills (Microsoft Office Suite 2007) • Ability to handle confidential information in accordance with the Federal Privacy Act • Willingness to engage in continuous learning and training • Follow instructions furnished in verbal or written format <p>REQUIRED EDUCATION and WORK EXPERIENCE:</p> <ul style="list-style-type: none"> • Bachelors degree (preferred) • A minimum of one year of experience working with youth or social service programs • Demonstrated flexibility and experience working with sensitive and diverse populations
<p>Salary/Hours</p>	<p>Competitive, Dependent on Experience</p>
<p>Employer/Agency</p>	<p>www.serhouston.org</p> <p>SER-Jobs for Progress of the Texas Gulf Coast, Inc. (SER) is a 501(c)3 non-profit, community based organization whose mission is to enhance the quality of life in the Hispanic Community and other communities in need by providing education, training and employment services that fulfill the needs of individuals, businesses and communities. SER is driven by its vision to be the premier workforce and social service provider of the Texas Gulf Coast. SER is the Spanish verb - TO BE and this verb defines our mission: Service, Employment, and Redevelopment.</p>

Address	201 Broadway St.
City, State, Zip	Houston, TX 77012
Contact Person	HR Department
Telephone Number	713-773-6000
Email Address	HR@SERhouston.org
Application Method	TO APPLY: Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about the opportunity to HR@SERhouston.org by January 28, 2015. Please enter "VACANCY – Youth Career Coach/Facilitator" in the subject line. No phone calls please.
Opening Date	1/12/15

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.

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