

Job Title	Next-Gen Recruitment and Outreach Specialist
Employer/ Agency	Conservation Corps Houston
Job Description	<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and basic tasks.</p> <p>Under the direct supervision of the Workforce Development Manager, the Employment Specialist will perform the following functions:</p> <ol style="list-style-type: none"> 1. On a daily basis or otherwise directed, this position will strategically plan, organize, promote, coordinate, and communicate AYW's program to community partners, juvenile, and adult probation agencies with information sessions, community and job fair tabling, and tours of the agency to elevate the recruitment of our program participants; 2. Develop and maintain a robust recruitment and job development plan that increases enrollment and employment placement from the across the country to the Houston and local surrounding areas; 3. Set up informational booths and tabling at community events and job fairs; present informational; and coordinate with entities that intentionally target opportunity youth for the services the American YouthWorks offers; 4. Maintain job boards and efficiently and effectively fill open positions and develop a pool of qualified candidates and students in advance of need, conduct phone and, or in-person interviews, ensure all program participants meet the eligibility requirements such as age, income level, court-involvement and, or incompleteness of High School studies. 5. Assist potential participants with applications for program participation and partnering high schools, intake processes, and obtaining parental signatures; ensure required documents are correctly completed and applicant folders are accurate and secured; 6. Applicant paperwork and recruitment folders must be completed and flawless, all supporting documentation and required grants information must be maintained, such as signatures, eligibility verification, and criminal history reports, the folders must be maintained and secured in the designed areas. 7. Assist potential participants with support services needed for enrollment such as troubleshoot childcare issues, obtaining vital documents and school transcripts, finding reliable transportation and affordable housing, and other services as needed for enrollment and to be successful in AYW's program; 8. Assist in the completion of food stamps, housing and, or childcare applications. Advocating services for potential participants with school officials, community organizations, probation and, or parole officers. 9. Ensure communication, both written and verbal are effective and timely with applicants and program staff and all required documents are correctly completed; 10. Document, track, and report outreach numbers, recruitment paperwork,

	and demographics using the designated excel and access databases to produce accurate data and reports.
Qualifications	<p>Minimum Required</p> <p>EDUCATION / CERTIFICATION: Associate's degree in Business Management or related field</p> <p>EXPERIENCE: Two years of previous related experience working with academically and socially at-risk opportunity youth and young adults with criminal records and a variety of lifestyles, behaviors, cultural and spiritual practices. Related experience in jobs training, youth development, working with contracts, reporting measurements, audit request, compliance, member coordination and, or working as a AmeriCorps model</p> <p>EQUIVALENT:</p> <p>High school diploma or GED and completion of a 2-year vocational program related to the specified field of study and two years of the specified work experience; OR</p> <p>30 hours towards a bachelor's degree with at least 6 hours (equals one year) in the specified or related field of study and three years of the detailed work experience; OR</p> <p>High school diploma or GED, and four years of the specified work experience.</p>
Employer/ Agency	Conservation Corps Houston
Salary/Hours	\$36,000 - \$40,000
Address	3130 Rogerdale Rd Ste 190
City, State, Zip	Houston TX 77042
Contact Person	Alison Westphal, MSW TxCC Houston Operating Site Director
Telephone Number	512-658-0147
Application Method	https://americanyouthworks.bamboohr.com/jobs/view.php?id=55
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.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK