

## **MISSION EMPOWER JOB DESCRIPTION**

**TITLE:** Mission Employment Connector

**SUPERVISOR:** Director of Mission Employment

**GENERAL DESCRIPTION:** Work with Mission Empower staff to develop, implement and evaluate the program “Mission Employment” of job shadowing, internships and group trainings. The goal of this position will positively improve the postsecondary educational outcomes and career readiness for youth with the full range of disabilities ages 14 through high school graduation (until age 21) facing the compounded at risk barriers of disability, poverty, and racial ethnicity. Thus, youth will successfully graduate from high school more prepared for their career choice or college ready.

### **SPECIFIC JOB DUTIES:**

1. Outreach to create, maintain and expand strong relationships with employers open to hosting, hiring and otherwise supporting youth in the vital partnership to foster job and internship placements; supporters of job shadowing, project learning and related work experiences; providers of mentors and other supportive adults; and financial backers.
2. Assist with the outreach to recruit new youth participants by: presenting to schools, social service agencies, and other providers; staffing outreach booths at community events; and work with M.E. staff to strategize for the advertising campaign using M.E.’s website and other social media outlets.
3. Coordinate employment readiness trainings including: assisting in developing or adapting curriculum for youth trainings; facilitating or leading the trainings; and developing and documenting training evaluations.
4. Conduct direct services including:
  - Communicate effectively with youth and their families from multicultural and disadvantaged backgrounds
  - Provide comprehensive pre and post assessment and produce Individual Service Strategy Plans
  - Counsel youth one-on-one
  - Assist youth with life skills and resolution of difficulties impeding the progress and successful outcome of basic skills training, occupational training, and job readiness; work readiness instruction and case management to address barriers to employment; provide leadership, job hunting and basic skill development for youth; develop internships that provide career pathway experience and reinforce core employability skills
5. Assist with developing, distributing and compiling surveys and tabulate data for the Mission Employment program and annual report.
6. Attend training opportunities to stay informed of changes in educational and labor law and other disability rights and responsibilities as relates to inclusion, employment, leadership development, transition, and family and youth engagement
7. Participate on advisory and task force councils around employment for youth with disabilities.
8. Travel independently, as required.
9. Assist with fundraising activities, grant writing and any other activity or event that raises funds for M.E. to continue the mission as required.
10. Perform other duties that may arise that are not otherwise specified to educate, advocate alongside or empower youth with disabilities and their families.

## **QUALIFICATIONS:**

1. BA in the Human Services or education field.
2. Personal experience with a disability or parenting/family member of an individual with a disability and/or related experience may be substituted for education such as experience with WIOIA youth services.
3. Knowledge of and commitment to empowerment of families and their children and youth with disabilities, so that inclusion of youth with disabilities into all realms of life and society may be realized.
4. Good oral and written communication skills.
5. Requires excellent facilitation skills and organizational leadership skills.
6. Requires problem solving: make logical and judicious decisions and provide workable solutions to problems; weigh alternative decisions and reduce outcome risks.
7. Ability to meet deadlines under pressure; Goal and result oriented; ability to meet time commitments and follow through to task/job completion; strong work ethic, output, and capacity for responsibility.
8. Personal experience with a disability preferred.
9. Work respectfully and collaboratively with youth participants, fellow staff, M.E. board and volunteers, and the general community.
10. Able to handle Job development in complex working environments with Individuals with multiple disabilities and skill levels.
11. Willing to speak up for others; but not for them; and teach advocacy skills.

This is a nonexempt full-time position at the rate of \$12.00 hourly.

Mission Empower is an equal opportunity employer.  
Mission Empower Executive Director JHP 11/2/2017