

## **Mission Empower Job Description**

**TITLE:** Mission Employment Connector

**SUPERVISOR:** Director of Mission Employment and/or Executive Director

### **GENERAL DESCRIPTION:**

The Mission Employment Connector provides support for the Mission Employment program including job shadowing, internships, and group trainings. He/she serves to improve postsecondary educational outcomes and career readiness for youth ages 14-21 with a full range of disabilities facing the compound at-risk barriers of disability, poverty, and racial inequality. The Mission Employment Connector will work 20-30 hours weekly.

### **SPECIFIC JOB DUTIES:**

1. Coordinates employment readiness trainings, including assisting in facilitating and leading the trainings, and documenting training evaluations.
2. Performs direct services including:
  - Communicating effectively with youth and their families from multicultural and/or disadvantaged backgrounds
  - Networking with local employers to develop new connections and opportunities for job shadows and paid work experiences
  - Contacting businesses and other organizations to arrange job shadows and paid work experiences and supporting youth one-on-one at job shadows and internships
  - Assisting youth with life skills and resolution of difficulties that impede the progress of basic skills training
3. Accurately completes all program documentation, including service logs
4. Attends Mission Empower training opportunities.
5. Travels independently, as required.

### **QUALIFICATIONS:**

1. Associate's degree in the human services or education field.
2. Personal experience with a disability, 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 empowering families and their children and youth with disabilities so that inclusion in society may be realized.
4. Proficient oral and written communication skills.
5. Problem-solving and critical thinking skills, including the ability to weigh alternative decisions and reduce risks.
6. Must work respectfully and collaboratively with youth participants, fellow staff, M.E. board and volunteers, and the general community.
7. Able to handle complex working environments with individuals with multiple disabilities and skill levels.

**BENEFITS:**

- Be part of a small, dedicated team
- Professional development, networking, and advancement opportunities
- Get the best of both worlds by working both in an office atmosphere and out in the community
- Have a chance to make a difference in people's lives
- Flexible schedule
- Workers compensation insurance
- A dynamic work environment where no day is the same as the next!

**This is a per diem position.  
Mission Empower is an equal opportunity employer.**

*Mission Empower Executive Director JHP*