

**CHN Housing Partners**

**Youth Employment and Community Engagement Coordinator**

**REPORTS TO:** Director, Home Ownership and Sales

**POSITION SUMMARY:** The Youth Employment and Community Coordinator will manage and develop an array of services that will enhance the opportunities for young adults living in CHN's housing.

**RESPONSIBILITIES:**

- Administration of the Summer Employment program;
  - Job development
  - Outreach and marketing
  - Program registrations
  - Interviewing, skill/job matching
  - Soft skill training and counseling
  - Private employer replacement
  - On-line timesheets and attendance records
  - Serving as a liaison between CHN, Y.O.U., Cuyahoga County employers and the youth
  - Conduct end of the program evaluations
- Managing CHN's IDA scholarship program to assist residents with college or trade schools
- Develop a Corporate/Public Community Engagement-Mentorship Program that will enhance the opportunities for the residents to secure and maintain employment
- Take the lead in organizing a team of personnel to execute Two CHN community Engagement Work days
  - Bring together a group of corporate, public and residential volunteers to positively affect the blocks and communities where CHN's residents reside
  - Facilitate the logistics and internal/ external components to ensure these engagement workdays are successful
- Create youth Service Database utilizing Salesforce to market, manage and track outcomes of CHN participants

**Qualifications;**

- Bachelor's degree in Business, Organizational Development, Organizational Psychology or a similar field is required
- A minimum of two years of direct experience working with youth is also required
- Ability to multi-task and manage time effectively
- Ability to keep organized records and communication
- Strong interpersonal communication skills including the ability to communicate across demographics
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships with CHN managers, external employers and program participants

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