

JOB ANNOUNCEMENT: Youth Workforce Specialist

An Equal Opportunity Employer Committed to a Diverse Workforce

Department: Equity Team
Reports to: Director, K12
Classification: Union Support
Closing Date: Open until filled

Overview:

The United Way Bay Area (UWBA) is leading a network of corporations, government agencies, nonprofits, and individuals to create lasting change for Bay Area residents and families. With a history that spans over 90 years and programs that tackle the issue of local poverty from every angle, UWBA is uniquely positioned to mobilize and motivate all sectors of the community toward the vision of ending the cycle of poverty.

As UWBA responds to cultural shifts in the workplace, fundraising, and digital communications, it is guided by core values of innovation and results-driven creativity. Through a variety of existing and emerging initiatives, UWBA seeks to both strengthen and reimagine its work at all levels in order provide more and better opportunities for struggling Bay Area residents.

For more information about UWBA, please visit <http://uwba.org>.

The Opportunity:

The Youth Workforce Specialist is an excellent opportunity to contribute to meaningful and lasting change for youth in the Bay Area. We are seeking an individual with strong facilitation, relationship-building, and project management skills. Knowledge of the local nonprofit and educational landscape and exceptional analytical skills is a plus. As a member of UWBA's Equity team, this individual will position clients for success by working with youth-serving organizations to develop, deliver, and assess effective programming on an ongoing basis.

Successful candidates will have experience with youth workforce programs and/or collaborations involving the private and public sectors; have excellent written, verbal, public speaking, and other communication skills; have a commitment to social change and helping move people out of poverty; have experience in program design and implementation, collecting and analyzing data to inform program performance; and have facility with basic office software as well as database systems.

This is a full-time, 37.5 hour per week support union position.

What you'll do:

- Manage the performance of grantee partners serving young people through our youth workforce and family stability initiatives, offering support and technical assistance as necessary. This includes leading regional workshops and training, maintaining and developing new partnerships with school districts and workforce organizations, and working with direct service staff to aid in the implementation of new and existing locations.
- Develop, coordinate and/or support the delivery of workforce services to youth and young adults. Services focus on fostering awareness and understanding of careers that lead to self-sustaining

wages, connecting individuals to employment or work experience, increasing financial literacy, and accessing mentorship and networking opportunities.

- Work closely with the K12 Specialist and K12 Director to develop the implementation of internship programs including Business Pathways, an 8-week internship program through UWBA corporate partners with professional development seminars.
- Provide training and support to UWBA corporate and community partners to successfully develop and implement youth workforce programming including internships, fellowships, technical training programs, etc.
- Represent UWBA in coalitions and partnerships with community-based organizations, businesses, labor leaders, and elected and appointed officials
- Conduct, or share research on youth workforce and education best/current practices, services, programs
- Work closely with leadership and other departments to support fundraising, events, communication, individual engagement efforts, volunteerism, and grant reporting
- Other tasks, duties and special projects as assigned.

Who you are:

- 3-5 years of related professional experience in community-based organizations, youth workforce programs, educational institutions, grantmaking organizations, or other related agencies.
- Ability to communicate and work effectively and diplomatically with nonprofit, community, labor professionals and leaders as well as corporate executives in all settings
- Dedicated to learning, researching, and advocating for new practices to better support effective program design and implementation
- Excellent project management and organizational skills. Rapid, thorough, and accurate implementation of specific projects and tasks required. Meets deadlines and completes tasks with a high degree of accuracy and dependability.
- Self-motivated, detail oriented, and excellent proofreading skills
- Ability to work collaboratively and maintain positive work relationships with staff, volunteers, and persons contacted in the course of work.
- Team player, flexible and able to work with humor and grace under pressure.
- Proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint), database and CRM software (Salesforce, ETO), or other online resources and applications.
- Access to a car, valid California Driver's License with car insurance and a clean driving record are conditions of initial and continued employment. Flexibility and mobility to travel to off-site locations within or outside of San Francisco as needed.
- Bachelor's degree preferred but not required.

Salary: \$50,000 - \$54,000 Salary Exempt

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

UWBA does not discriminate on the basis of race, color, gender (including actual or perceived gender, and gender identity), sexual orientation, age, marital status, medical condition, religious affiliation,

veteran status, national origin, citizenship status, mental or physical disability, or any other characteristic protected by applicable state, federal or local law. UWBA will consider qualified applicants with criminal histories in the manner consistent with the requirements of the San Francisco Fair Chance Ordinance. If you need a reasonable accommodation in order to apply for a job, please let us know. If the reason you need an accommodation is not obvious, we may ask for documentation confirming your functional limitations.

Please include salary requirements in cover letter

To Apply: Login at www.uwba.org/careers and submit your resume along with cover letter