



Job Posting

Youth Employment Specialist

The Asian American Civic Association (AACAA) provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

Position Summary:

The Youth Employment Specialist in AACAA's Employment Center is responsible for job placement of unemployed young adults (ages 16-24) individuals including career counseling and job readiness training of clients and employer outreach.

Primary Duties and Responsibilities:

- Meet with clients one-on-one to learn about skills, employment preferences, and develop an individual career plan
- Provide career coaching and employment advice, guiding clients through online employment assessments
- Prepare and revise clients' resumes and cover letters prior to job application
- Lead group job search workshops, assisting clients with job applications and cover letters
- Lead individual and group job readiness training
- Develop and maintain relationships with employer partners and develop understanding of employer requirements and skills needed to fill vacancies
- Develop job leads and interview opportunities for clients through actively calling and visiting employers
- Engage employers in activities such as conducting mock interviews, leading workshops, and hiring and supporting clients
- Place clients in employment, including helping participants complete applications, contacting employers on clients' behalf, and prepping clients for job interviews
- Regularly communicate job openings to clients
- Assist in the coordination of annual Job Fair including employer and client outreach and event planning
- Assist with outreach and recruitment for Employment Center clients
- Report to funders with quantitative and narrative reports regularly
- Maintain records, documentation, and track clients in database, producing regular reports on services and outcomes
- Update job boards, marketing material, and job openings listed on website

Qualifications/Requirements:

- Bachelors degree preferred
- Experience working with older youth and young adults required
- Experience providing direct services to immigrant and/or low-income clients required

- Experience building relationships with employers strongly preferred
- Keen understanding of tools needed for career advancement
- Strong organizational skills with excellent attention to detail
- Excellent communication skills, oral and written
- Commitment to AACA's mission of helping limited English speaking and economically disadvantaged people gain economic self-sufficiency
- Preference for fluency in Spanish, but not required

Salary: Commensurate with experience. Benefit package included.

To apply, send resume and cover letter to:

Human Resources, Asian American Civic Association, 87 Tyler Street, 5th floor, Boston, MA 02111

Email: hr@aaca-boston.org

Posted: August 10, 2016

Asian American Civic Association is an equal opportunity/affirmative action employer

