

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
November 22, 2011

All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.

Title: Career Coordinator
Program: Educational Services
Location: Chicago, IL

To apply for this position, please click: <https://home.eease.adp.com/recruit/?id=1058821>

Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt

This is a part-time position funded through October 31, 2012 and requires evening and Saturday availability.

Functioning as Project Safer Youth's Career and Employment Coach, the Career Coordinator will use career inventory, aptitude and interest surveys to help participating youth identify potential career paths. The Career Coordinator will work closely with the Education Coordinator to educate youth in job searching skills, resume writing techniques, interviewing, dressing to impress and how to communicate professionally.

Essential Duties and Responsibilities:

- Review applications and supporting documentation to determine eligibility for participation in Project Safer Youth.
- Create and maintain confidential client files
- Develop and maintain positive relationships with participating youth and their families
- Coordinate workshops focusing on resume writing, interviewing skills and effective communication.
- Provide coaching in effective job search strategies and employment retention
- Create and administer career inventory, aptitude and interest surveys
- Coordinate employment related field trips
- Provide participates with referral services as needed
- Provide clerical and administrative support for the Project
- Data collection, maintenance and entry into agency database and other data collection media
- Initiate, develop and maintain strong working relationships with the Juvenile Court of Cook County
- Serve as "manager on duty" in Program Coordinator's absence
- Handle special projects and routine expectations as required

Qualifications:

- Highly motivated self starter who is goal oriented
- Knowledge of job search, resume writing and interviewing techniques
- Knowledge of group behavior and dynamics, societal trends and influence
- Knowledge of and sensitivity to the particular learning needs and employment barriers faced by youth with criminal records
- Ability to work well under pressure
- Must be willing to obtain CPR certification
- Must have excellent computer, business writing and verbal skills
- Must be proficient in Microsoft Office

Education and Experience:

- BS/BA in Criminal Justice, Human Resources or related field preferred, some college work required
- Experience working in an after-school program, strongly preferred
- Experience working with teenaged youth preferred
- Experience working with persons with criminal records

Safer Foundation is a drug-free workplace.

EOE/AA/M/F/D/V