

Position: Youth Employment Specialist (2 openings)

The **Center for Youth Employment (CYE)** works with New York City employers, government agencies, service providers and the philanthropic community to support young New York City residents on pathways to economic self-sufficiency via education and careers with upward mobility. Supported by the Mayor's Fund to Advance NYC and sitting within the Mayor's Office of Workforce Development, the Center's mission is to better coordinate existing efforts, expand current successful programs, create new programs to fill current gaps in the service infrastructure, and develop support systems to improve postsecondary educational and career readiness for all young New Yorkers. We pursue this work through agency and program partners, in collaboration with a range of outside stakeholders including employer, providers and the philanthropic sector.

Among CYE's most important functions is to create, maintain and expand strong relationships with New York City employers open to hosting, hiring and otherwise supporting youth. Employers are vital partners as hosts of job and internship placements; supporters of job shadowing, project learning and related work experiences; providers of mentors and other supportive adults; and financial backers. Youth Employment Specialists will secure and support new employer relationships necessary to expand overall capacity in the system to achieve Mayor de Blasio's objective of 100,000 jobs, internships and mentorships each year by 2020. Each Youth Employment Specialist will be expected to fulfill the following responsibilities:

- Staff one or more Industry Funds:
 - Collaborate with specified sector intermediaries, Chambers of Commerce, BIDs, and other entities to identify and pitch employers on partnership options; engage with other industry verticals administered by the NYC Departments of Small Business Services and Education to ensure value and relevance for youth and young adults
 - Assist in developing and conducting employer and youth participant questions for evaluations/surveys
 - Plan and coordinate roundtables with employers and youth participants

- Provide a range of supports for employers:
 - Follow up on inquiries from email blasts and CYE website portal
 - Identify and recruit employer partners from current business relationships that have capacity/resources to either host paid or subsidized internships
 - Customize pitches to recruit new employer partners and support relationships necessary to expand/add capacity
 - Provide training and technical assistance for Employer Playbook to existing and new employer partners, and businesses in borough Chambers' networks
 - Provide training from the Employer Playbook and work with City agency partner staff and providers to ensure high-quality engagement
 - Deliver hands-on sign-up assistance and troubleshooting for priority partners

- Support the Center’s technology-based solutions for employer engagement:
 - Assist, coordinate and manage CRM development
 - Compile job descriptions from various sectors to create a databank to share with employers, feature on CYE website

Youth Employment Specialists will report to the CYE Director of Employer Engagement. The role is full-time. Each Youth Employment Specialist is expected to spend the bulk of her/his time in the field, but will be based out of CYE’s office at 253 Broadway in Manhattan. S/he will demonstrate passion, commitment and creativity in creating and nurturing strong relationships between employers and the youth-focused workforce programs that CYE supports, toward the goal of increasing career readiness, employment opportunity, and equity for all youth and young adult New Yorkers.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- At least three years’ experience as a job developer, Human Resources specialist or in a related role in the non-profit, for-profit or public sector
- Deep understanding of employer needs and priorities
- Familiarity with career-focused education and workforce development programs
- Some postsecondary degree required; bachelor’s degree preferred
- Strong interpersonal and communication skills, including the ability to work well and communicate with a variety of audiences (employers, providers, agency officials)
- Ability to work under stringent deadlines and handle simultaneous assignments
- Experience creating successful collaboration among diverse stakeholders using indirect authority

Please send a cover letter, resume and writing sample to cye@cityhall.nyc.gov with the subject heading “Youth Employment Specialist”. No phone calls please. Salary is commensurate with background and experience. The Mayor’s Fund to Advance NYC is an Equal Opportunity Employer.