

Youth Development Specialist **(Part-time 25 hours)**

Position Summary

This project-based staff position reports to the Director of Health Ed., Outreach & Community Programs and is responsible for providing direct service and program management for youth of the Teen Center. Candidate must be passionate about empowering individual youth, have a positive attitude, and possess strong administrative skills.

Responsibilities:

The Youth Development Specialist will:

- Identify, develop and coordinate opportunities to enhance youth work readiness
- Monitor and assess youth readiness and teach resume preparation, job seeking and interviewing skills, workplace behavior, time management and basic work skills
- Connect program participants with career training opportunities
- Document and track progress of program participants
- Work effectively with community partners as assigned
- Provide tutoring, homework help, educational, college and career workshops and career educational counseling
- Identify and develop program that assist youth in accessing health care, making health care appointments and exhibiting healthy behaviors and engaging in healthy relationships
- Assist youth with conflict resolution issues, legal rights of teens and stress management
- Be actively involved with program planning and making program development recommendations

Required Skills:

- Highly developed interpersonal skills and program administration experience
- Ability to manage multiple projects; organize and schedule youth and tasks
- Ability to develop rapport with youth and provide a high level of customer service
- Ability to work efficiently in a multi-cultural setting
- Proficient in Microsoft Office software including Excel, Word, and Access

Qualifications:

- At least three years' experience with direct service and program administration
- Prior experience providing financial trainings is highly advantageous
- Community connections Dorchester House service area and/or prior work experience demonstrating cultural competency in and urban, immigrant community
- Bilingual/bicultural preferred
- Bachelor's degree preferred, but life experience can be substituted for highly qualified candidate

For consideration, please forward resume and salary requirements to:

DotHouse Health

Attn: Human Resources Department

1353 Dorchester Avenue

Dorchester, MA 02122

dhjobs@dothousehealth.org