



FLSA Status: Exempt  
Status: Part time  
Report to: Director of Youth Services  
Location: Geneva, NY  
August 2022

## FINGER LAKES WORKFORCE INVESTMENT BOARD, Inc. Youth Program Coordinator – Job Description

### Summary

Reporting to the Director of Youth Services, Youth Program Coordinator will be responsible for assisting in research, development, and administration, which includes monitoring of WIB and Workforce Innovation and Opportunity Act (WIOA) Youth programs per state and federal laws for the Wayne, Ontario, Seneca, and Yates County service area. This is a part-time position and will be 22.5 hours/week (3 days) with an opportunity to go to full-time status (37.5 hours/week) within two to five years of hire.

### Duties and Responsibilities include but are not limited to:

- Assist Director of Youth Programs with data collection, management, and compliance specific to youth program and providers.
- Connect with school districts and youth organizations to better understand changing dynamics and trends of youth in the region; assist in career exploration activities and presentations.
- Organize career awareness events with all stake-holder partners, including but not limited to Finger Lakes Works...with their hands and other career exploration events.
- Aid in connecting to businesses and industries linking youth to career pathways and youth providers to additional opportunities for their enrolled youth.
- Support the coordination of apprenticeship initiatives in the Finger Lakes region with external partners, including Finger Lakes Youth Apprenticeship Program via RTMA.
- Research initiatives and opportunities for youth to provide career awareness and promote through various channels, such as social media, in conjunction with FLWIB staff.
- Assist Director of Youth Services as needed.

### Educational Requirements

- Bachelor's degree in related field (preferred) from an accredited institution and five years of youth and or workforce development experience (preferred).
- Valid NYS Driver's License required for travel within the four counties and New York State as needed.

### Skills and Knowledge Required:

- Knowledge of labor market and industries in the Finger Lakes Region
- Excellent oral and written communication skills
- Detail-oriented with innovative mindset
- Proficient in Microsoft Office 365
- Ability to work with adults and youth in a variety of settings

Please send cover letter with resume to [lynn@fingerlakesworks.com](mailto:lynn@fingerlakesworks.com)

Due date to apply is Friday, September 16, 2022