



POSITION DESCRIPTION YOUTH JOB DEVELOPMENT COORDINATOR

Sojourners Care Network

Type of Position: Full-time, salaried. 40 hours per week. Sojourners coordinator-level position: Salary \$32,000-\$36,000 annually, depending on education, experience, and relevant credentials. Sojourners' Staff Classification Scale will provide the guidance for compensation. Eligible for full benefits, including life insurance, employee health reimbursement account, and optional medical, vision, and dental insurance.

This position is contingent upon continued grant funding. In addition, this position is required to provide mental health supportive services to young adults through Sojourners' partnership with Hopewell Health Centers Inc.

Location: Primary headquarters will be Chillicothe, Ohio. Remote work and extensive work-related travel throughout the region are required.

General Purpose:

The Youth Job Development Coordinator connects young people with meaningful employment, work-based learning experiences, apprenticeships, and career opportunities that align with their goals and strengths. Through strong partnerships with local employers, training providers, and community organizations, this role helps participants gain the experience, skills, and connections needed to succeed in the workforce.

Working as part of the YouthBuild team, the Job Development Coordinator identifies employment opportunities, prepares participants for the hiring process, and supports both employers and youth throughout placement. This role works closely with staff to ensure employment opportunities complement each participant's career plan while addressing barriers that may impact long-term success.

Work Hours: The typical hours for this position are 8:00 a.m.-4:00 p.m. Monday to Friday; however, some weekend and evening hours will be required.

Supervision: The Youth Job Development Coordinator is supervised and directly reports to Sojourners' Workforce Development Supervision Team.

Job Duties:

- Develop and maintain strong relationships with employers, apprenticeship programs, labor unions, and community partners to expand employment opportunities for YouthBuild participants.
- Identify, coordinate, and secure employment, work-based learning, internships, job shadowing, and apprenticeship opportunities aligned with participants' career goals.
- Prepare participants for employment through career coaching, resume development, interview preparation, job search assistance, and workplace readiness training.
- Collaborate with Youth Development Coaches, instructors, and case managers to match participants with career opportunities and support successful employment outcomes.
- Maintain regular communication with employers and participants to promote successful placements, job retention, and long-term career advancement.
- Connect participants to supportive services and community resources that reduce barriers to employment, including transportation, work clothing, tools, and other employment-related needs.
- Maintain accurate documentation of employer partnerships, participant employment activities, placements, wages, retention, and program outcomes in compliance with YouthBuild and funding requirements.

Qualifications:

- High school diploma or GED.
- Associate's or Bachelor's degree preferred
- Familiarity with community health and human service systems.
- Confidence in life skills and workforce readiness.
- Effective verbal and written communication skills.
- Valid driver's license
- Current auto insurance coverage
- Ability to pass Sojourners' screening process, including drug screening and background checks

Key Competencies:

- **Workforce and Career Development Knowledge:**
Understanding of career pathways, entry-level job markets, workforce expectations, and skill-building strategies. Familiarity with education and training options, including GED, post-secondary pathways, and industry-recognized credentials.
- **Case Management and Program Knowledge:**
Knowledge of service planning, documentation, and goal tracking. Ability to manage participant plans, monitor progress, and align services with program outcomes.
- **Communication and Coaching Skills:**
Strong communication skills including listening, verbal, nonverbal, and written communication. Ability to coach, motivate, and guide young people using approaches such as motivational interviewing and strengths-based support.
- **Cultural Competency and Youth Engagement:**
Awareness of diversity, cultural differences, and youth development principles. Ability to build trust and engage young people from a variety of backgrounds in a respectful and effective way.
- **Barrier Identification and Problem-Solving:**
Ability to recognize barriers to employment and education such as transportation, housing, or skill gaps, and support participants in developing practical solutions.
- **Professionalism and Accountability:**
Demonstrates reliability, organization, and the ability to maintain accurate documentation. Upholds confidentiality and professional boundaries while building strong, respectful relationships.
- **Empathy and Strengths-Based Approach:**
Demonstrates compassion, patience, and a non-judgmental attitude. Focuses on participant strengths while encouraging responsibility, growth, and follow-through.

Employment Screening: Employment with Sojourners Care Network is contingent upon successfully passing required background checks and drug screening. Offers of employment are not extended until screening results are received, which may take 2 to 4 weeks.