

City of Lowell
Job Posting
Please Post: August 24, 2021
Deadline: September 7, 2021
MassHire Greater Lowell Workforce Board
Youth Business Services Specialist

Job Title: Youth Business Services Specialist (1100- DH07, 2962)
Department: MassHire Greater Lowell Workforce Board (MHGLWB Youth Services)
Reports to: MassHire Greater Lowell Workforce Board, Executive Director
Union: Ordinance; Non-union
FLSA Status: Exempt
Salary: \$48,325.16 (min) to \$ 56,654.00 (max) annual; 35 hour standard work week; Grand Funded Position

SUMMARY

The Youth Business Services Specialist will coordinate with MHGLWB Connecting Activities staff overseeing the high school-based operations in assigned Greater Lowell secondary schools and with the Workforce Innovation and Opportunities Act (WIOA) Staff, overseeing the education/training and career readiness program for low-income youth ages 14-24.

The Youth Business Services Specialist will engage employers, specifically with a focus on STEM (Science, Technology, Engineering and Math) employers. In addition, the position will work with high school aged youth, older out-of-school youth, professional staff at schools, and youth program providers throughout Greater Lowell.

Responsibilities are as follows:

- Performs outreach and recruitment to Greater Lowell area employers to promote the various ways to serve the youth from the local community which include:
 - Paid and unpaid internships
 - Full time and part time job placement
 - Paid short term work placements
 - Job shadows and/or mentoring
 - Guest speaker and employer panel events
 - Coordinates with employers, schools, and youth program providers to set up on-site hiring events at schools and youth providers
 - Maintains relationships with companies, including briefing sessions in person, virtually or by telephone; attendance at company functions; and other visits to companies
 - Assists with coordinating job fairs at local high schools
 - Vetting of youth candidates for placement at area employers
 - Provides support to and coordination of Connecting Activities and WIOA Youth initiatives
 - Placement and worksite support for assigned interns or participants in on-the-job training
 - Provides young people with career assistance regarding employment
 - Participates in workshop presentations and conferences as assigned
 - Maintains and updates relevant databases such as MOSES, on services delivered to local area employers by recording all appropriate activities. This is a core component of the job
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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes, fosters, and expands effective working relationships with employers by conducting on-site/in-person outreach or remote outreach via video conferencing or phone/text with the goal of brokering: jobs for youth, paid/unpaid internships, work experiences, company tours and/or guest speaker opportunities
- Connects with Greater Lowell employers to understand workforce goals and needs and to identify skills gaps for local area youth
- Regularly performs outreach to employers and meets with area high schools and youth program providers schools in the Greater Lowell Area to match young people to open positions or internships
- Collaborates with regional partners, including the MassHire Lowell Young Adult Career Center staff who are engaged in similar work to ensure alignment of program goals to labor market and to ensure effective employer engagement
- Serves as a knowledgeable resource for stakeholders on information regarding the labor market
- Performs other duties as assigned

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/MassHire Greater Lowell Workforce Board. This position is funded through the administrative allocations of all agency state and federal grant funding sources.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Undergraduate Degree or equivalent experience desired in the areas of Education, Business, Communications, Human Resources, Counseling, Social Work, or Human Services. Experience working with young adults and engaging employers is highly preferred.

CORE SKILLS AND ABILITIES

- Ability to develop and maintain effective working relationships with others. Ability to plan, schedule and execute assigned tasks.
 - Experience with outreach and recruitment of employers regarding employment, internships, job fairs, and serving the community
 - Considerable knowledge of the hiring needs of employers, specifically for hiring young people
 - Knowledge of STEM related occupations
 - Experience working with high school-age youth and older youth up to age 24
 - Ability to follow verbal and written instruction
 - Must have excellent written and oral communication skills and be able to maintain detailed records on an automated and/or manual system
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CERTIFICATES, REGISTRATIONS, LICENSES

Must possess a valid driver's license and insured vehicle which is available to utilize during the workday.

LANGUAGE SKILLS

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from young adults, employers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee frequently is required to sit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be required to travel within the Greater Lowell area to meet with young adults and employers, thus a valid driving license and reliable transportation are necessary.

The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is active and moderately loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send resume/ application with cover letter to the Human Relations Office, Mary Callery, HR Director, Room 19 - City Hall, Lowell, MA 01852 by the Deadline: 8:00 PM, September 7, 2021. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer
