

Youth Career Development Consultant

Job Training Center



Hours: Full Time, Monday-Friday, 8am – 4:30pm

Wage Range: \$17 - \$22 per hour, depending on experience

**Pay differential for bilingual candidates*

Excellent Benefits Package Provided

The Job Training Center is a non-profit organization providing workforce development services. We are seeking an energetic, innovative professional to join our Team working with our Youth Program geared towards young adults 18-24 years old.

The ideal candidate will be a self-starter who is able to design and develop programs to help youth achieve their career goals. Preferably, they will have knowledge of career planning, vocational training opportunities, job search strategies, and employer expectations for successful job retention. Ideal candidates should be familiar with and able to engage youth from diverse backgrounds, must have a passion for mentoring youth, understand how to coach and motivate, and be able to facilitate the implementation of career pathway plans. An awareness of key industry sectors in the north state region is desirable.

Position Requirements:

- Requires a Bachelor's degree in Human Resources, Behavioral Science, Counseling, Psychology, Business Management or a closely related field
- Ability to effectively work with young adults, ages 18-24, providing counseling and case management
- Experience in developing and/or presenting workshops strongly preferred
- Knowledge of successful job search techniques and methods, and the ability to advise and assist job seekers individually and in a group setting
- Ability to monitor skills development, academic and personal progress and maintain timely client case documentation with accuracy, completeness and confidentiality
- Able to build effective network with community entities and partner agencies (government, schools, etc.)
- Strong understanding of industry/employer needs
- Strong computer proficiency: Microsoft Word, Excel, PowerPoint & Outlook
- Strong public speaking, writing and proof reading skills
- Ability to navigate the web for online job boards, research labor market information
- Ability to learn and effectively use resume writing software
- Ability to read, understand and interpret applicable laws and regulations
- Ability to complete client data entry
- Must possess a valid state driver's license, proof of insurance and pass a pre-employment drug screen

To Apply: Submit a cover letter, resume and completed standard application to:
Kathy Sarmiento, CEO, Job Training Center 718 Main Street, Red Bluff, CA 96080

Fax: 529-7015 or email: ksarmiento@jobtrainingcenter.org.

Complete job description is available. Position is open until filled.