**Scope of Position:** The Youth Employment Coach is responsible for mentoring, coaching, and walking along side students who are looking moving out of college or high school and into the workforce

**This ministry position helps break the cycle of poverty on the Near Eastside of Indianapolis**

by equipping youth with skills and confidence that will help them gain long lasting and stable employment

**Reports To:** Director of E2E – Partnerships and Director of E2E - Coaching

**Position Hours:**

[x]  Monday-Friday, 8:30 AM-5 PM [ ]  Variable [ ]  Some weekends

[ ]  Monday-Thursday, Friday AM [ ]  Saturday AM [ ]  Some evenings

**Ministry Area:**

[ ]  100 - Executive [ ]  600 - Engagement (Church, Volunteer)

[ ]  200 - Development [ ]  700 - Operations

[ ]  300 - Academy [ ]  800 - Fellowships/Internships

[ ]  400 - Student Ministries [ ]  900 - Seasonal

[x]  500 - Family Ministries [ ]  1000 – Other:

**Employment Status:** [ ]  Regular [ ]  Temporary [x]  Full-time [ ]  Part-time [ ]  Other

**FLSA Status:** [ ]  Exempt [x]  Nonexempt

**Exemption Category:** [ ] Executive [ ] Administrative [ ] Ministerial [ ] Professional [ ] Creative [x] NA

**Essential Duties and Responsibilities:**

* Provide classes and trainings to teach soft skills necessary for employment (i.e. resume building, how to interview, etc.) to youth
* Assist youth to secure internships, apprenticeships, and shadowing opportunities
* Provide guidance and mentoring for youth graduating high school and college and entering the workforce
* Help students identify strengths and skills and pursue a career or course of study
* Maintain partnerships and work with local businesses around hiring and internships
* Maintain partnerships with community organizations and work alongside them in local schools
* Coordinate with student programming and be involved in the Middle and High school out of school time programs as able
* Facilitate FAFSA nights and provide additional assistance in finding and applying for college funding assistance, ensure students are on track to graduate
* Work with students one-on-one to create a life map and set goals.
* Plan and coordinate Shepherd Middle or High School summer program

**Supervisory Responsibilities:**

Does this position have supervisory responsibility? [ ]  Yes [x]  No

**Skills, Abilities, Education and/or Experience**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Ability to communicate thoroughly in English
* Passion for mentoring youth

**Additional Requirements**

* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Attendance of staff Spiritual Days
* Sign up and work at Staff Events throughout the year
* Participate in the Paraclete Program
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

I have received a copy of this job description and understand the requirements of the position and what is expected of me.

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Printed Name Date

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Signature

c: Employee Personnel File