**Scope of Position:** The Youth Employment Coach is responsible for mentoring, coaching, and walking alongside students who are looking to move from high school or college and into the workforce.

**Position Details:**

* **Ministry Area:** *E2E*
* **Reports to:** Director of E2E
* **Supervising:** *Fellows, Interns, Students*
* **FLSA Status:** *Full Time, Hourly, Nonexempt*
* **Location:** *Local School (s)*
* **Remote Option?** No
* **Start date:** *Immediate*

**Position Schedule: 40** hours/week

* Monday-Thursday, 9 AM-6:30 PM
* Fridays 8:30 – 12:30 (hours may vary depending on program calendar)
* Summer Hours: Monday – Friday: 8 – 3:30 pm
  + Includes week-long trip with students
* Some weekends throughout the school year

**Essential Duties and Responsibilities:**Work with Students, Programs

* Provide classes and training 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
* Plan and Implement Middle and High school after-school programs
* Build relationships with female students in programs

Partnerships

* Maintain partnerships and work with local businesses around hiring and internships
* Maintain partnerships with community organizations and work alongside them in local schools
* 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.

Summer Camp

* Plan and Implement Shepherd Middle and/or High School summer program
* Attend and Chaperone week-long camp trips with students
* Chaperone and support female housing during camps

**Qualifications**

**Required Qualifications**

* 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 with parents and co-workers about student needs
* Ability to drive vehicles (License Required)

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish
* Experience working with youth

**Additional Requirements for Employment**

* 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.
* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* 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.