

HAMPTON ROADS WORKFORCE COUNCIL NEXTGEN PATHWAYS COORDINATOR

General Definition: Manages staff, programming, marketing, and reporting. Drives the creative direction of immersive career and job preparation programming. Provides services to youth and young adults of approximate ages 10 - 24 including assessment, career counseling, labor market information, job search assistance, work experience placement, follow-up and related workforce development services, and involves employers in the career preparation of youth. Work is performed under the general supervision of the Senior Director of Youth Services. The hours of operation for the NextGen Pathways programs are 7am-9pm, Monday through Saturday.

Description of Duties: The person in this position is required to:

1. Provide overall day to day management of the NextGen Pathways programming including staff supervision, scheduling and event planning.
2. Assist with the Coordination of the NextGen Regional Internship Program.
3. Create and implement innovative workforce development and career immersive services and special events.
4. Implement and track yearly goals and objectives, monitor, and report progress.
5. Facilitate workshops, orientation sessions, and other related group programming both onsite at the NextGen Pathways Office and offsite at partner locations throughout the region.
6. Assess the knowledge, skills, abilities, and employment needs of Hampton Roads Community youth, and assist with career exploration based on assessment outcomes.
7. Guide youth through the preparation of individual career, education, training and employment plans based on their specific occupational goals.
8. Represent NextGen Experiences at community organizations, fairs, and events.
9. Refer individuals to appropriate services, training programs or job opportunities and follow-up on those activities.
10. Collaborate with area K-12 schools for field trips, workshops, and special events.
11. Market to and communicate with youth via the web and other electronic resources.
12. Develop printed outreach materials for workshops and other special events.
13. Other duties as assigned.

Qualifications Required: Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelors degree in counseling, social science, human services, public or business administration or related field. Three years of work experience combining elements of job placement, training, and counseling or other services working with youth. Additional requirements include: the ability to manage multiple projects, build strong customer relations, experience using a computer to include Microsoft Office Suite, the use of social media including Facebook and Twitter as well as the use of electronic communication in a professional environment. Reliable transportation and the ability to work frequent nights and weekends is also required. The starting Salary for this position is \$44,031.

Application Instructions: Submit resume with cover letter to: Hampton Roads Workforce Council (Opportunity Inc. of Hampton Roads). 999 Waterside Dr., Suite 1314, Norfolk VA 23510 or email resumes@vcwhamptonroads.org by 5:00 pm Eastern Time, Thursday, April 4, 2019. An Equal Opportunity Employer.