



## HCEF Workforce Development Coordinator

### Teen Outreach Program

<b>FLSA Status:</b>	<b>Full-time, Exempt</b>
<b>Revision Date:</b>	<b>January 2025</b>
<b>Reports To:</b>	<b>Teen Program Manager</b>
<b>Salary Range:</b>	<b>\$55,000 to \$59,000</b>
<b>Work Environment:</b>	<b>Hybrid, in office twice per week</b>

#### POSITION SUMMARY

The Workforce Development Coordinator will support the development, implementation, and growth of the Teen CEO program, which assists 11th and 12th-grade students facing or having faced homelessness or housing instability. The role prioritizes building partnerships, fostering collaboration, and supporting students in career and personal development. Ideal candidates will be entrepreneurial, deeply committed to youth empowerment, and dedicated to advancing equity through education. This position reports directly to the Teen Outreach Program Manager and collaborates to enhance program visibility and improve participant outcomes.

Applicants with a workforce development background and experience working with students in high school, and college in an out-of-school time setting are preferred. All applicants must possess current Act 33/34 and FBI clearances.

#### Program Overview:

HCEF's Teen CEO program is organized in partnership with local housing agencies and schools to provide quality educational experiences and workforce readiness training through hands on learning opportunities for teens experiencing homelessness or housing instability.

#### Program goals include:

- Preventing academic setbacks caused by housing instability.
- Providing career pathways and skill development for youth.
- Empowering students to achieve personal and professional growth.
- Expanding workforce development opportunities that promote equity through education.

#### ESSENTIAL JOB FUNCTIONS:

##### Program Coordination

- Assist in planning and executing the Teen CEO program, including recruitment, curriculum delivery, internship placement, and program evaluation.
- Coordinate with HCEF staff to deliver "life and career skills" curriculum, including financial literacy, communication, problem-solving, and mental health education.
- Manage a calendar of program events, including recruitment periods, partner mixers, student presentations, and alumni engagement initiatives.

##### Student Engagement

- Recruit, onboard, and mentor Teen CEO participants, ensuring equitable access to resources like clothing allowances, transportation support, and competitive hourly wages.
- Monitor student progress through regular check-ins, evaluations, and feedback from placement site supervisors.
- Foster an inclusive and supportive environment for students, emphasizing teamwork, career readiness, and personal growth.
- Partnership Development
- Build and maintain relationships with diverse placement sites to expand student internship opportunities across industries.
- Collaborate with existing partners to enhance internship experiences and secure additional resources such as grants, sponsorships, and in-kind support.
- Organize events to showcase the Teen CEO program, such as partner mixers and final student presentations.

### **Program Growth and Strategy**

- Support leadership efforts to double the program's impact by 2026, serving 100 students annually.
- Contribute to the Teen CEO marketing strategy to enhance visibility and attract resources.
- Identify and implement strategies to increase placement site options, enhance curriculum offerings, and improve program outcomes.
- Assist in developing and maintaining an alumni network to provide ongoing support and engagement opportunities for Teen Outreach Program graduates.

### **Evaluation and Reporting**

- Conduct pre- and post-program evaluations to measure student growth in key skills and overall program effectiveness.
- Collect and analyze feedback from students and placement site supervisors to identify areas for improvement.
- Contribute to and create detailed reports for funders and stakeholders, highlighting achievements, challenges, and future plans.

### **QUALIFICATIONS**

- Minimum of 3 years of experience in youth development, workforce readiness, or related areas.
- Experience working with underserved or vulnerable populations, particularly youth.
- Experience working with high school and college students
- Familiarity with collaborative program development and community engagement.
- Bachelor's degree in a related field preferred or equivalent experience
- Strong organizational and project management skills.
- Excellent interpersonal and communication abilities, including public speaking.
- Proven ability to build and maintain community and corporate partnerships.
- Knowledge of workforce development best practices and strategies for youth empowerment.
- Proficiency in Microsoft Office and CRM tools.
- Creative and strategic thinking to support program growth and collaboration.
- Commitment to equity, diversity, and inclusion.
- Passionate about supporting homeless or housing-insecure youth.

- Entrepreneurial mindset with a focus on innovation and continuous improvement.
- Collaborative team player with a positive and proactive attitude

**WORK ENVIRONMENT:**

- Position involves office, virtual, and fieldwork, including visits to schools, shelters, and partner organizations in the Pittsburgh area
- Frequently required to work at a fast pace and respond quickly to changing circumstances
- Requires considerable concentration and creativity
- Reliable Transportation is a must
- Typical hours are Monday – Friday 9am – 5pm. Occasional weekend and evening work required for events and meetings.
- The position is an exempt, full-time opportunity.
- The position includes a benefit package that includes health, dental, and vision, as well as paid vacation and holidays.

To Apply: Please send your resume and cover letter to [info@homelessfund.org](mailto:info@homelessfund.org) with the subject line: *Workforce Development Coordinator*. Applications will be accepted on a rolling basis until the position is filled.

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Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities as needed.

*Equal Employment Opportunity*

At HCEF, we believe that all people have intrinsic value, unique gifts, and deserve respect. We utilize continuous self-examination and intentional development to strengthen our commitment to diversity, equity, and inclusion to maintain the most supportive community possible for all individuals and families we serve.

*Americans with Disabilities Act*

Equipment Used: PC and standard office equipment, including utility dolly

Physical Requirements: Position is blend between an office setting, requiring prolonged periods of sitting at a desk and computer and a mobile position traveling between schools, community organizations, and shelters. The position requires the ability to lift 20 pounds unassisted, 40 pounds with assistance. The ability to navigate the greater Pittsburgh Area.