



**Job Title:** Austin Opportunity Youth Collaborative (AOYC) Program Coordinator

**Date:** 10/1/21

**Type of Posting:** Internal and External

**Salary Range:** \$45,000 – \$51,985

**Salary Group:** B18

**WIT JPID:** 14845166

**FLSA Status:** Non-Exempt

**Apply online at [www.workintexas.com](http://www.workintexas.com)** (Job posting: 14845166), **then email your résumé & cover letter to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).**

**ORGANIZATION AND PURPOSE**

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

**GENERAL DESCRIPTION**

Performs moderately complex planning, implementation, and evaluation work related to disconnected youth (“Opportunity Youth”) for the Austin Opportunity Youth Collaborative (AOYC). Coordinates the strategic alignment, implementation, and progress of AOYC initiatives and sub-committees. Facilitates ongoing communication between AOYC sub-committees, collaborative partners, and community stakeholders. Generates regular reports on AOYC activities. Conducts research and makes recommendations regarding issues and barriers that impact Opportunity Youth. Work involves public policy and program evaluation activities. Works under general supervision with moderate use of initiative and independent judgment. Reports to the Director of Workforce Performance.

**Note:** *The AOYC Program Coordinator is a three (3) year grant-funded position, supported by the Forum for Community Solutions at the Aspen Institute. The continuation of the position is subject to the availability of funding from that or other related funding sources.*

**EXAMPLES OF WORK PERFORMED**

- Support the implementation of the AOYC Strategic Plan.
- Coordinate AOYC involvement in special initiatives (current examples include the implementation of the *Building Ecosystems for Youth Opportunities [BEYO]* initiative and participation in the Texas Opportunity Youth Network).
- Provide staff support to AOYC committees and/or workgroups as needed.

- Plan, make arrangements, and facilitate committee meetings with a cross-sector of community agencies, business leaders, and groups who are stakeholders in the welfare of young adults.
- Support the implementation of the AOYC Youth Voice Ambassador Program.
- Prepare and present policy papers, reports, and recommendations on youth and workforce development policy and practice.
- Create agendas, meeting minutes, and executive summaries for AOYC committee meetings.
- Coordinate with appropriate Collaborative members, staff, and experts to develop policy and practice recommendations that advance education and career success for youth.
- Manage external communications, including the development of newsletters, monthly reports, special publications, studies, and other reports.
- Plan and organize public relations activities and special events.
- Review and report on local, state, and national policy that impacts Opportunity Youth.
- Interact with peer sites around the country to share information on planning, services, and best practices.
- Assist with writing grant applications and reports.
- Support related initiatives identified by the Director of Workforce Performance and/or the Chief Operations Officer.
- Manage content for the AOYC website.
- Perform other duties as may be assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Bachelor's degree from an accredited four-year college or university in public administration, education, communication, or other, relevant field required. Experience working with youth and/or disadvantaged populations preferred.

### **Knowledge, Skills, and Abilities**

- Ability to plan and organize research projects.
- Ability to effectively plan, organize and facilitate meetings.
- Ability to work with diverse interest groups.
- Strong interpersonal skills.
- Knowledge and use of computers and software (e.g., Microsoft Word, Excel, Access, and PowerPoint).
- Ability to research and prepare information.
- Excellent time management and self-organizational skills.
- Excellent communication skills (oral and written).
- Ability to produce and present concise reports (written and oral).
- Ability to work effectively on an independent basis and as a member of a team.
- Ability to identify problems, evaluate alternatives and recommend solutions.
- Knowledge of youth services, workforce development programs, and public education systems.
- Ability to maintain sensitive information and confidentiality.
- Bilingual English and Spanish speaking preferred.

### **Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and out-of-state travel required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, and criminal background)