

Maya Angelou Young Adult Learning Center

Position Title: Work Readiness Coordinator

Location: Maya Angelou YALC: 5600 East Capitol Street, NE, Washington DC 20019

About the Young Adult Learning Center (YALC)

The YALC provides academic and workforce development to older youth/young adults (ages 17-24) who do not have a high school credential, and particularly those transitioning from incarceration.

Essential Duties and Responsibilities:

The Work Readiness Coordinator will:

- Conduct the YALC Work Readiness Program leading to a National Work Readiness Credential
- Identify, develop and coordinate job shadow and volunteer work opportunities to enhance student's work readiness.
- Establish and maintain a dialogue with employer-partners to monitor student readiness during job-shadowing and volunteer placements.
- Connect students with technical, career training opportunities
- Data base entry
- Other duties as assigned

Qualifications:

Ideal candidates will have

- A minimum of one year of experience in a related field
- A minimum of one years experience working with at-risk and/or court involved youth
- Experience helping young people learn a career field, find a job, and keep a job (strongly preferred)
- An ability to relate to employers and students
- An exceptional commitment to helping lower-income, minority young adults reach their full potential
- Knowledge of the job market in the DC metropolitan area
- A commitment to creating, supporting and being a part of a professional learning community, one that focuses on results and continuous improvement

Additionally, ideal candidates must embrace a school culture that requires all staff to work beyond the traditional school hours in order to create an environment filled with hope and high expectations, where students will radically improve their academic, employment, and social skills.

Salary and Benefits

Starting salaries are commensurate with experience and education. In addition, See Forever offers a robust benefits plan, including health care coverage, a 403(b) retirement savings plan, and a computer purchase assistance plan.

About the See Forever Foundation

Since it began operating in 1997, the See Forever Foundation's mission has been to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can reach their potential and prepare for college, career, and a lifetime of success. The Foundation operates the Maya Angelou Public Charter Schools in DC, as well as the Maya Angelou Academy at New Beginnings' secure facility for committed youth in Laurel, MD. Our students develop the academic, social, and employment skills they need to build rewarding lives and promote positive change.

If you are interested in learning more about See Forever, please visit our website at www.seeforever.org.

To Apply

If you are interested in applying for the Work Readiness Coordinator position with See Forever, please apply here: <http://bit.ly/XldNBb>

See Forever is an equal opportunity employer. We believe a diverse staff is a better staff. People of color are encouraged to apply.