



## **Youth Employment Specialist (18-24)**

The Youth Employment Specialist (18-24) plays a critical role in the Youth Opportunity Project, a newly funded initiative in partnership between Hartford Public Library's American Place (TAP) and Capital Community College. The project is targeted for Hartford Youth English Language Learners, ages 18 to 24, who have completed high school in the USA or their native countries and are interested in pursuing a college-level certificate in IT/networking systems.

The Youth Employment Specialist (18-24) will regularly interact with Hartford Public Library and Capital Community College staff, primarily directing English Learners' daily work to address and resolve any barriers to success that trainees may encounter at any phase of the project from point of entry to certificate attainment.

The Youth Employment Specialist (18-24) fosters a positive and flexible learning environment conducive to intensive technological skill acquisition. Responsibilities include:

### **Instructional Support & Retention**

- Provide one-on-one and small-group support and advisement for program enrollees on an ongoing basis
- In coordination with the instructor, identify specific learning barriers requiring support and intervention
- Coordinate services with the Tech Tutor to optimize each participant's access to technological and academic support services as needed

### **Program Coordination**

- Coordinate College and Career Readiness sessions
- Oversee and serve as liaison to internship sites regarding participants' on-site performance in line with program expectations

### **Reporting**

- Conduct timely monitoring of each participant's progress and regularly report out to program staff at both institutions.
- Track and monitor rates of participant: attendance, engagement with learning activities, submission of assignments and learning progression
- Develop and maintain documentation on participant progress within an established Portfolio system accessible for weekly staff review.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in education, social work or a related field required.
- Experience in positions serving immigrant youth required

- Must have strong organizational skills and attention to detail and possess excellent verbal and written communication skills
- Must be proficient with collecting and managing data and in the use of Microsoft productivity software, navigating the web, and data entry.
- Experience serving English Language Learners preferred.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Youth Employment Specialist (18-24)** in the subject line of your email.

**Hartford Public Library is an Equal Opportunity Employer.**