IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Youth Workforce Programs Coordinator
WAGE: $45,300 – $51,400
LOCATION: IRCO Main Office
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): YouthWorks Programs in the Workforce Development Department
OPENING DATE: February 21, 2020
CLOSING DATE: Open until filled
REQUIREMENTS: Valid Driver’s License and Insurance

GENERAL POSITION SUMMARY:
The YouthWorks Program Coordinator leads 3 separate initiatives including year-round Work Experience (paid internship) placements for youth with an intensive (higher volume) summer placement programming and year-round direct-hire placements through a database of youth-friendly employers. The YouthWorks initiatives are key components of the Youth Workforce System designed by Worksystems and the Portland Development Commission to provide workforce development services to low-income youth with barriers who are disconnected from traditional high schools or lacking the basic skills and credentials to enter college or career pathway employment. The Work Experience for Youth Project (WEX-Y) functions as a clearinghouse for work experiences for all young people participating in the Youth Workforce System (NextGen) contractor agencies. The SummerWorks program enrolls a high volume of youth for summer paid internship opportunities and utilizes a high number of short-term coaching staff to enroll youth and make placements. The Connect2Careers program works year-round to assist youth with job search and matching to direct-hire positions. The YouthWorks Program Coordinator will work closely with IRCO’s Workforce Development Manager, Worksystems Youth Workforce team and Service Coordination contractors within the Youth Workforce System to design and implement a system for paid work experiences and direct hire placements for youth. The Program Coordinator will also manage responsibilities associated with IRCO’s role as an Employer of Record for all youth enrolled in IRCO YouthWorks programs for paid work experiences.

ESSENTIAL FUNCTIONS:
• Implement and maintain a system of administering work experience opportunities for highly diverse low-income barriered youth. This includes referrals, work site matching, work experience monitoring, and relationship-building with Service Coordination contractors and employers.
• Provide daily and operational supervision of a staff ranging from 5 year-round to 25 temporary summer staff teams and activities
• Manage all administrative paperwork, file and document monitoring and program reports
• Ensure that YouthWorks initiatives meet performance outcomes as required by contract
• Work closely and collaboratively with the WorkSystems Youth Workforce Development Team
• Maintain employer-of-record forms and documents adhering to procedures to maintain and report youth hours for payroll processing
• Ensure work experience opportunities and sites for youth are developed in Multnomah and Washington County
• Work with WorkSystems to develop systemic approach to gather employer feedback and constructively utilize this input for program development
• Monitor and ensure timely data entry required for project activities utilizing I-Trac, ETO, and any other software required by contract
• Write and submit timely data and narrative reports to WorkSystems.
• Develop and provide trainings to help 1) work site employers successfully support their youth’s work experience, 2) temporary summer staff quickly onboard, enroll and train youth on work readiness, and maintain accurate records and payroll reporting, 3) ongoing staff maintain skills and develop adaptability to system changes.
• Prioritize regular and open communication with YouthWorks Team, IRCO management, WorkSystems, Youth Workforce System partners, and employers to maintain smooth functioning of the program
• Attend regular meetings with WorkSystems and the Youth Workforce System partners to collectively implement and assess effectiveness of project activities
• Encourage and develop ongoing cross-referrals and program partnership with other Workforce Development Department programs and other IRCO departments
• Develop and maintain system of tracking and monitoring youth activities and project performance

JOB SPECIFIC QUALIFICATIONS:
• Minimum two years of experience working with youth and/or developing internship or work experience sites with employers
• Minimum of two years of ongoing growth in job responsibilities and supervisory responsibilities
• Advanced knowledge and/or experience in job development and placement activities and the local job market and concerns of employers
KNOWLEDGE:
Education: Bachelor's Degree (4)
Experience: 1-2 years of experience is required (3)
Licensure, Certification:
Additional Language Required: Preferred
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition, this position specifically requires: Data-base entry software and job matching platforms including I-Trac, ETO, iMatch.

SKILLS:
Communication:
Regular communication inside and outside the organization to exchange ideas and gather information (5)
Creativity:
Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)

EFFORT:
Mental:
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
Physical:
Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level (3)

RESPONSIBILITY:
Impact and Influence:
Positions at this level have a regular need or ability to analyze problem or concepts or make decisions on the information. Have distinct impact on and influence on organization operations, program outcomes, revenue, expense or budgetary outcomes (4)
Work Independence:
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)
Planning:
Positions at this level required refined planning and goal-setting skills. Plans must consider options and contingencies, and must include methods for handling any difficulties encountered. (4)
**Supervision:**
Responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences. (5)

**WORKING CONDITIONS:**

**Environment:**
This level has a work environment that is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues, temperature change (2)

**Schedule:**
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

**HOW TO APPLY:**
Applications are accessible on the IRCO website, www.irco.org or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**ABOUT IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

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