

Youth Program Coordinator

Advance Central PA is looking for a full-time team member to oversee **Advance Central PA's Youth Programs**, responsible to provide leadership, coordination and staff support for all youth focused grants awarded to Advance Central PA to ensure high quality service delivery to youth and young adult customers. This position represents Advance Central PA when presenting and communicating about youth programs to school administration, personnel, and service providers.

Essential Duties Include:

- Develop policy for Workforce Innovation and Opportunity Act and TANF Youth Development In-School Youth and Out-of-School Youth funded programs and other local, state, and federal programs and projects impacting youth and young adults.
- Provide technical assistance to subcontractors regarding questions related to Workforce Innovation and Opportunity Act and TANF Youth Development funded programs and other youth focused programs.
- Create, revise and monitor supplemental reporting mechanisms and analyze data from those reports, from CWDS, and from observation in order to advise subcontractors on suggested changes and solutions to programmatic issues.
- Act as the Advance Central PA liaison and maintain good working relationships and effective communication with the state, the subcontractors, local school district administration, faculty and staff, and all PA CareerLink® staff on matters regarding Workforce Innovation and Opportunity Act and TANF YDP funded programs and other local, state, and federal programs and projects impacting youth and young adults.
- Manage, develop and analyze data in order to recommend solutions to problems and suggest ideas for youth program enhancements, fostering continuous improvement.
- Analyze performance data, both qualitative and quantitative, of program operations to ensure youth programs are quality based and reaching the desired outcome while maintaining compliance with the applicable guidelines.
- Coordinate Youth Committee Meetings and maintain documentation associated with Committee plans.
- Collaborate with the Advance Central PA's Compliance Monitor to ensure effective quality and compliance monitoring of all Workforce Innovation and Opportunity Act and TANF YDP funded programs as well as grant initiatives and projects impacting youth.
- Actively participate in workgroups, committees and conferences as requested to represent Advance Central PA and its strategic plan.
- Represent Advance Central PA at regional Career and Technical Education (CTE) advisory committee meetings to gauge CTE needs, determine potential solutions for reaching common goals, and provide regional data in an effort to improve CTE programming across Central PA.
- Collaborate with Advance Central PA's Mentor Coordinator to 1) help ensure Advance Central PA's mentoring program meets the requirements of WIOA and TANF YDP as well as needs of the young people being served and 2) to help ensure Advance Central PA's Path to Careers website is being optimally utilized by subcontracted programs for the young people served and has the experiences needed to meet demand.
- Participate in youth focused forums and groups at the local, state, and national level representing workforce development as requested.

Qualifications:

- Bachelor's Degree in Social Science, Psychology, Education, Public Administration, or related field
- 1 year of related training or experience
- Successful clearance of local, state, and federal background checks
- Learn, understand and maintain expert knowledge of state and federal policies affecting targeted populations
- Demonstrated problem solving skills
- Excellent written and verbal communication skills
- Ability to manage a high level of accuracy when working on multiple projects
- Demonstrated, unquestioned ethics with ability to maintain a high degree of confidentiality
- Proficiency in Word and Excel and capacity to accurately maintain a website
- Ability to establish and maintain cooperative and effective working relationships with various stakeholders

- Math skills, including in relation to collection and valid use of data

Working Conditions, Salary, and Benefits:

Advance Central PA has a professional office environment with the majority of staff electing to work remotely.

Starting salary: \$44,792 - \$49,769

This is a full-time, non-exempt, 40 hour per week position that reports to the Operations Manager.

Benefits include:

- 401(k) matching
- Health insurance
- Flexible spending account
- Life insurance
- Disability insurance
- Paid time off
- Flexible/family-centered work environment
- Work from home opportunity

Some local travel required.

To Apply:

Submit your cover letter, resume and a completed Advance Central PA Employment Application to Careers@AdvanceCentralPA.org. Please indicate "Advance Central PA – Youth Program Coordinator" in the subject line.

Advance Central PA is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, disability, veteran status, age or genetic information, sexual orientation, or any other status protected under local, state or federal law. Auxiliary aids and services are available upon request to individuals with disabilities.

Program funded with federal dollars. For more information, visit: <https://advancecentralpa.org/about-us/public-notices/>.