



Position: Career Readiness Coordinator

Department: Student Success Program

Supervisor: Ivonne Orduno Guillen

FULL-TIME

EXEMPT

AT-WILL

PART-TIME

NON-EXEMPT

SUMMARY: The Career Readiness Coordinator will provide individualized employment and career support to youth ages 16-25. The Coordinator is lead in developing and implementing career readiness programs, including health careers pathways, environmental stewards, and other vital partnerships that align with the Legacy LA mission and vision. The Coordinator will work closely with students, partners, school personnel, City and County employment programs, and current employers to create a pathway to careers for our youth. The Career Readiness Coordinator will also outreach to local employers to develop new career opportunities for youth, maintain relationships with current employers, and support youth in employment placement to ensure that they are successful employees.

DUTIES AND RESPONSIBILITIES:

Career Readiness Coordinator

- Establish and maintain strategic relationships with current and potential employers in order to create employment and career opportunities for youth.
- Support youth in obtaining full-time employment for up to 12 months and provide job retention services and support
- Develop and facilitate employment readiness workshops and events to further expose youth and community members to employment opportunities.
- Direct liaison to employment programs for City and County of Los Angeles and manage youth timesheets and all documentation requirements.
- Develop and maintain an employment bulletin board to inform the local community about employment opportunities.
- Responsible for leading the planning and implementation of Legacy LA's Annual Career Day.
- Initiate work-based learning opportunities such as guest speakers, job shadowing, workplace tours, etc.
- Establish strategic relationships and partnerships with key staff at academic and vocational institutions and organizations to build career pathways for youth.
- Maintain accurate records of student participation in career readiness programs and complete reports as needed.
- Design personalized service plans with each youth to empower them to articulate their own goals and create action steps towards achieving those goals.
- Meet with youth weekly to stay updated on their progress, adjust services plan if needed, and celebrate successes.
- Input and maintain Cal CRG client database.
- Lead the planning, organizing, and implementation of Legacy LA's annual Career Day(s) involving all staff and youth
- Implement and maintain any internal operating procedures related to effective and efficient program implementation (e.g., petty cash management, budgeting, expense reporting, etc.)
- Ensure alignment of Career readiness activities with grant goals, objectives, outcomes, and methodology, including achieving contractual obligations outlined in grants and contracts.
- Support in Community Events/ Engagement activities/ Advocacy efforts as needed.

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PREFERRED QUALIFICATIONS:

- A Bachelor's Degree in social sciences, business, or related field from an accredited College/University.
- 2+ years of experience in youth development, career readiness, human resources, Social Services, and/or case management.
- Must have a positive youth development approach with a social/restorative justice lens.
- Experienced and confident in supporting youth in crisis both emotional and academic.
- Must be able to make a minimum commitment of 2 years to position.
- Ability to work independently and take initiative to meet deadlines.
- Ability to work effectively with diverse clients with a broad spectrum of assets and needs.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Organized: Set priorities, develop a work schedule and monitor progress towards goals, track data and activities.
- Excellent verbal and written communication skills.
- Strong computer skills, Microsoft Office Suite; ability to create and maintain database.
- **Must be willing to support in transporting youth in our van as needed**

SALARY RANGE: \$22-24/hr plus full health benefits (range based on experience and qualifications)

Please send resume and letter of interest to:

Email: hr.recruit@legacyla.org If you have any questions you may contact Ivonne@legacyla.org

Legacy LA is an Equal Opportunity Employer