

Workforce Development Board Youth Program Specialist

Are you looking to make a difference? Our small team does BIG work!

About The Workforce Development Board of South Central Wisconsin (WDBSCW)

The WDBSCW is a nonprofit organization that serves as a connector between the U.S. Department of Labor and local American Job Centers to support the needs of workers and businesses throughout South Central Wisconsin. We are committed to helping people and businesses achieve their goals, whether that's earning degrees or certifications, planning careers, finding or training employees or overcoming barriers.

Our goal is to make South Central Wisconsin a better place to live and work by ensuring workers have the skills needed to succeed in their career, young adults are prepared to enter the workforce or educational institutions, and employers have the skilled talent needed to remain competitive. If you're ready to jump into a role where your talents and team approach will have a longstanding, positive impact on the communities we serve, then please read on!

Job Description

As the Youth Program Coordinator, you will provide transition services and after care services to eligible youth ages 17-23 who were in an out-of-home placement or foster care via the WDBSCW's Independent Living Program. You will help youth explore options and resources related to education, employment, healthcare and housing to reach their goals. This position has great potential for professional growth and advancement! Some of the responsibilities of this position include:

- Participating in transition meetings with young adults aging out of county care to support in the development of an Independent Living Transition Plan.
- Establishing, with the young adult, an Independent Living Plan, for housing, employment, education, health and wellness, and other resources.
- Partnering with county staff in support of young adults who are aging out of care and connecting young adults to individualized community resources.
- Help youth apply for education scholarship funding (BrighterStar) for postsecondary programs
- Leveraging partnerships with the WorkSmart Network system, Job Center partners and staff and other community partner agencies to support the young adults' transition to Independent Living.
- Working with community partners to ensure resources are incorporated in the region's resource guide.
- Advising and coaching the South Central Youth Advisory Council, a youth-led council of young adults who are or have aged out of foster care.
- Leading work readiness, financial literacy, and communication workshops for young adults who are aging out of foster care to Independent Living.

- Work in collaboratively with other Independent Living Grant staff and partners in South Central Wisconsin.
 - Attend and represent the regional efforts and collaborations at statewide conventions.
 - Maintaining appropriate data in relation to program requirements.
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Preferred Education and Experience

Successful candidates will have knowledge of general office practices and procedures, including knowledge of record keeping and reporting practices and procedures.

- Must have access to a vehicle and valid driver's license for occasional local travel
 - Ability to work the occasional evening or weekend day for special activities
 - Solid computer skills using Microsoft Office Suite and related tools
 - Experience in Human or Social Services a plus
 - Degree plus work experience preferred
 - Ability to self-manage, problem-solve and be a team player
 - Ability to multitask and work under tight deadlines
 - Ability to effectively communicate, collaborate, meet deadlines with minimum supervision
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We offer

- Full time position - salary \$37,000 to \$40,000 (flexible with experience)
 - Excellent benefits package - Medical/Dental/Life
 - Paid time off + holidays
 - 401K – Matching
 - Schedule flexibility
 - Team oriented - we actually like each other!
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Application Instructions

Submit a current resume and cover letter by email to wdbscwi@wdbscw.org or direct mail to the address below:

Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704-2607

(608) 249-9001

Website: <https://wdbscw.org/>

WDBSCW is an equal opportunity employer.