



## Job Description

**JOB TITLE:** First Jobs Academy Program Assistant

**PROGRAM:** First Jobs Academy

**REPORTS TO:** Youth Empowerment Specialist - FJA

**TYPE OF POSITION:** Non-Exempt

**APPROVED BY:**  **DATE:** 10/12/23

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*Executive Director*

**SUPERCEDES JOB DESCRIPTION DATED:** New 2/1/2016, 2/2/17, 2/12/20, 10/12/23

**I. JOB SUMMARY:** Reporting to the Youth Empowerment Specialist - FJA, aligned with the organization's mission and values, this role involves program assistance, including participant recruitment and co-facilitating groups.

### II. QUALIFICATIONS/REQUIREMENTS:

#### *Skills/Knowledge:*

- Proficient in utilizing community resources and understanding youth involved in child welfare and state systems.
- Computer literate with expertise in MS Office and social media and proficiency in standard office equipment.
- Effective communicator with diverse populations.

#### *Education/Training:*

- AA with ongoing education preferred, showcasing a demonstrated interest in social services or related fields through volunteerism, classes, or employment.

#### *Experience:*

- Two years of experience in youth leadership within a supportive, clerical, or advocacy position in a social services agency.

### III. ESSENTIAL JOB FUNCTIONS:

- Maintain confidentiality for consumers and employees.
- Implement the organization's youth-driven, family-centered, strengths-based, collaborative services philosophy.
- Assist with intake assessments, instruction, recruitment, and clerical services.
- Aid in training community employers and establish effective relationships with Business Mentors, facilitating youth placement.
- Co-instruct FJA youth following the set curriculum.
- Identify and approach employers willing to hire and train youth.
- Reach out to agencies dealing with child welfare, juvenile justice, mental health, developmental disability, and disconnected youth for referrals.
- Perform directed clerical tasks, including typing, filing, data input, and photocopying.

- Provide information in community presentations.
- Demonstrate proactive and independent work abilities.
- Attend required training and meetings.

**IV. OTHER JOB FUNCTIONS:**

- Perform additional duties as necessary.

**V. WORKING CONDITIONS:**

- Environment: Air-conditioned office; occasional exposure to meeting or conference settings, indoor/outdoor activities.
- Equipment Use: Telephone, standard office equipment, and a passenger vehicle.
- Work Hours: Hourly position with regular business hours, flexibility required for some evening classes, Monday through Friday.

**VI. PHYSICAL DEMANDS:**

- Ability to work at a computer/desk for extended periods.
- Lift, carry, push, or pull up to 30 pounds, occasionally up to 50.
- Ability to bend, stoop, or crawl; use arms, hands, and fingers for various tasks.
- Visual abilities: close, distance, color, peripheral vision, depth perception; ability to adjust focus.

**VII. MENTAL DEMANDS:**

- Occasional work under pressure or deadlines, attention to detail, moderate decision-making, judgment, and discretion.
- Model exemplary behaviors and skills for foster youth/young adults.

**VIII. COMMUNICATIONS DEMANDS:**

- Frequent reading and writing; interpret written and oral needs/requests.
- Moderate, effective oral communication (in person and telephonically) is required.
- Collaborate within a team and work cooperatively with diverse ethnic groups, sensitive to cultural, language, financial, and educational diversity.

**IX. OTHER:**

- Must have vehicle access, a valid driver's license, a safe driving record, and a minimum of \$100,000 bodily injury liability coverage on personal auto(s).

This job description aims to outline the general tasks and levels of work complexity associated with the ***First Jobs Academy Program Assistant*** role. It is not an exhaustive list of specific duties and responsibilities. The intention is not to restrict or alter the supervisor's authority to assign, direct, and control employees' work under their supervision. Using specific expressions or illustrations to describe duties should not be interpreted as excluding other duties of a similar nature or difficulty level that may not be explicitly mentioned.

Employee's Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_