



Now Hiring: Youth Employment Coordinator

Type: Full-Time Temporary (ASAP-August 21, with possibility of extension)

Description

The Youth Employment Coordinator works with the Youth Programs and Employment Team to design, develop, and implement Beam Center's Youth Programming which includes NYC Summer Youth Employment Program (SYEP), Career Clue and so much more.

The Youth Employment Coordinator's work is centered in asset-based, healing-centered learning and working environments -- spaces that promote youth self-actualization and supportive community relationships.

Responsibilities

- Recruit youth from our partner schools for the Summer Youth Employment Program
- Develop and maintain relationships with job sites for youth
- Lead and co-lead hands-on learning experiences for youth enrolled in Beam Center's Youth Programs
- Establish a positive learning environment and community culture by drawing upon student's assets, positive social-emotional learning, and promoting individual and collective growth through trauma-informed youth development practices
- Create, support, coach, encourage and connect young adults with resources and opportunities necessary for successful summer of employment

Qualifications

Work at Beam Center involves a great deal of teamwork and requires strong communication skills and the ability to empathize. We are looking for candidates who are:

- Passionate about working with youth aged 14- 21
- Exceptionally organized and skilled in digital communication, documentation and calendar scheduling
- Flexible, resourceful, exceptional communication skills, independent, collaborative
- Able to support and collaborate with individuals of diverse backgrounds, institutions, and missions
- Curious individuals, dedicated to personal lifelong learning and sharing it with others.
- Passionate about sharing knowledge and supporting the growth of others.

Beam Center's Youth Employment Coordinator brings a personal practice and a set of technical expertise to their position. Relevant experience might include:

- Familiarity with DYCD's SYEP procedures, systems, and implementation
- Trauma-informed / healing-centered practices
- Youth development program facilitation and/or management
- Working with youth ages 14-21
- Experience nurturing young adults at, or in partnership with, CBOs and/or education settings
- Program recruitment and event planning
- Program frameworks, curriculum design, assessments
- ***Spanish-speaking preferred.***

How to Apply

Familiarize yourself with our organization by checking out our [website](#), [Instagram](#), and [Youtube channel](#). **Please email jobs@beamcenter.org your cover letter and resume in the form of a single PDF, with job title in the subject line of the email.** Include links to your website, digital portfolio and/or content in the body of your email. Applications will be reviewed on a rolling basis.