

Job Description: Youth Workforce Development Coordinator

The Youth Workforce Development Coordinator's primary responsibilities include overseeing all aspects of the YPA training program and the YPA Credential.

Department: Training & Workforce Development

Supervisor: Assistant Director of Workforce Development

Responsibilities include but are not limited to:

- Review all YPA Credential application types and provide assistance to applicants as needed
- Coordinating and co-facilitating the Youth Peer Advocate Advanced Virtual Training
- Develop and facilitate training and technical assistance to support contract deliverables as needed. This may include, but is not limited to, development of webinars, modules, learning communities, resources, handouts, and toolkits.
- Develop and deliver presentations and/or table at statewide and regional conferences
- Outreach to provider community to assure understanding of YPA Credential and Youth Peer Support
- Prepare quarterly reports and additional reports as requested
- Represent/Support the voice of families and needs of FPAs across the state

Location: Remote statewide position; some travel required

Status: full-time

Work Week: Monday – Friday (some weekend events required)

Salary: mid \$50,000 range

Qualifications:

- Hold an active YPA Credential
- Experience providing Youth Peer Support Services as a YPA
- Bachelor's degree preferred
- Exceptional writing, verbal and interpersonal communication skills
- Ability to work independently and remotely
- Experience facilitating trainings
- Experience with planning and facilitating meetings
- Strong organizational skills with attention to details and deadlines
- Ability to engage with diverse groups
- Proficient in Microsoft Word, Outlook 365, Excel, PowerPoint, OneDrive, and Zoom applications

To Apply:

Send resume and cover letter to Joanna Ahlatis, Assistant Director of Workforce Development at joanna@ftnys.org