



JOB VACANCY ANNOUNCEMENT

Position Title: Career Advisor/Youth Services Coordinator
Status: Full-Time, 40 hrs/week
Starting Salary Range: Grade 9; \$19.71 - \$22.77/hr
Location: Moorhead CareerForce

Position Number: 23-14
Recruitment: Internal/External
Closing Date: June 11, 2023

Primary Position Objectives:

This position is responsible to provide career advising and exploration services for students within assigned schools. Responsible for supervising and coordinating three main components of the Youthbuild program: education, construction trades, and life skill education. The qualified individual is responsible for project development in the construction trades, development of a schedule with the youth and worksite, onsite supervision, and trainee payroll.

Required Qualifications:

Bachelor's degree in education, counseling or construction related field, or a combination of related education and related experience. English language proficient. Ability to communicate effectively both verbally and in writing. Ability to interact effectively with youth customers. Computer skills to include word processing, email and internet. Must pass a criminal background check. Requires a valid driver's license, vehicle insurance, and a reliable vehicle.

Preferred Qualifications:

At least one (1) year of client service experience. Exceptional written, verbal, problem solving and interpersonal skills. Must work effectively in a team-structured client service delivery system. Experience working in groups, facilitation and motivational skills. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

Examples of Essential Functions:

Assist students with developing and updating a Personal Learning Plan and plan for post-secondary training or employment. Coordinate work-based learning opportunities for students such as career fairs, job shadows, field trips, etc. Provide college/post-secondary preparation information including college research, applications, admission requirements, training costs, financial aid, and scholarships. Contact schools and work sites to facilitate coordination of services and communication about youth services. Provide direct instruction and supervision to youth on construction worksites. Assist participants to develop individual service strategies for goal identification and attainment. Act as a liaison between schools, work sites, and the team to resolve service-related issues. Maintain contact with participants to monitor participation, goal attainment and determine unmet needs.

Application Instructions: Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
Detroit Lakes, MN 56501
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at www.rmcep.com. To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

RMCEP is an Equal Opportunity Employer/Program Provider
Upon request, this information will be made available in an alternate form.

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