



ANEW is a nonprofit organization with a mission of building people, building communities. Founded in 1980, ANEW has a unique and successful reputation for assisting underserved populations into apprenticeship and family wage careers. ANEW is focused on changing the culture and demographics of industries that have historically not been diverse or inclusive.

POSITION TITLE: Youth Exploration Service Provider

Reporting to the Director of Programs, the Youth Exploration Service Provider will be responsible for collaborating on team efforts supporting transitional services and preparing students participating in an IEP/504 Plan or have documented disabilities with transitioning from high school to the workplace. This work is done in cooperation with a student's transition team. Transition teams help students identify their career interests and teach or provide training of necessary skill. A student's transition team is comprised of the student, parent(s), school staff, School Transition Counselors, and Regional Transition Consultants.

The successful candidate will possess strong interpersonal communication qualities, be committed to working with diverse populations, and provide excellent customer service to a broad range of cultures. This position advances ANEW's values for fair and culturally competent service delivery, innovation, efficient application of resources, and building a culture of performance.

ESSENTIAL FUNCTIONS

- Commitment to ANEW's mission, vision, and values.
- Maintain and use program-based computerized systems, write, and review reports, and maintain accurate records.
- Regular and reliable attendance.
- Capable of working independently in performing responsibilities across multiple initiatives and projects.
- Provide comprehensive project support which includes meeting and event planning, tracking activities to timelines, data entry and support, and assisting in the management of multiple concurrent projects.
- Provide excellent customer service as needed. Develop and maintain efficient communication processes.
- Work collaboratively/cooperatively with others on the team and individuals across the organization to develop positive working relationships.
- Perform other duties as assigned.

Program Planning

- Collaborate with Regional Transition Consultants, schools, and community-based organizations to identify students who have an IEP, a 504 plan, or a documented disability.
- Coordinate activities customized to the individual student's needs, considering the student's skills, abilities, preferences, and interests.

- Prepare written program reports for internal management and funders.
- Conduct and track student enrollment and outreach services.
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement.

Program Leadership

- Successfully execute the Youth Exploration Program, related activities, and workplace readiness in accordance with ANEW's mission and contract deliverables.
- Develop educational activities that include workplace readiness, self-advocacy, and job exploration relating to apprenticeship pathways and opportunities.
- Speaking and presenting to RTC, students, school administrative staff, and Apprenticeship 101.
- Plan Youth Exploration Curriculum. Deliver curriculum and supervise student participants during Exploration workshops.
- Implement long-term goals and objectives that meet or exceed program goals and deliverables.

MINIMUM / REQUIRED QUALIFICATIONS
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- Experience supervising disadvantaged youth, IEP, 504, and people with documented disabilities.
- Experience providing employment navigation for young adults. This includes identifying and reducing barriers that prevent successful job placement.
- Experience working with people in an educational environment including school administration, staff, parents, and others.
- Commitment to DEI values and understanding of equity and social justice principles and how they can be applied internally and in the field.
- Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds.
- Ability to assess and resolve situations using a flexible approach.
- Ability to consistently maintain professional composure and tact, patience, and courtesy.
- Skill in developing and maintaining an effective, collaborative, and positive staff environment.
- Ability to perform work in confidence and under pressure for deadlines.
- Must be detail oriented and able to complete multiple tasks accurately and in a timely manner.
- ANEW relies on office automation (Microsoft Office 365) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work. Proficiency or ability to learn business software applications including Microsoft Window, Microsoft 365 (Word, Excel, Outlook, PowerPoint, etc.).
- Comfort with learning new digital technologies and engaging with colleagues on efforts to improve internal systems and practices.
- Strong oral and written communications skills.
- Demonstrated experience researching, compiling, analyzing, and reviewing reports.
- Skill in synthesizing a variety of information.
- Experience writing progress and project updates.
- Demonstrated commitment to economic, racial, and social justice and an understanding of the ways institutions and systems hurt communities of color through both conscious and unconscious bias.
- Flexibility and adaptability in working with a growing non-profit.
- Strong communication and administrative skills with a proven track record of managing multiple projects.
- Experience in working with collaborative partnerships.

Education and Experience Requirements

- An associate degree with 3 years' experience or bachelor's degree with one year experience and/or equivalent combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

Licensing/Certification Requirements

- Washington State driver's license.
- Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Tukwila Training Center and Satellite locations as assigned

WORK SCHEDULE: This is a Full-Time hourly paid-position and are subject to the provisions of the Fair Labor Standards Act. Regular workweek is 40 hours, Monday through Friday from 8am – 5pm. Occasional evenings, weekends, on-call work, and some travel may be required.

REPORTS TO: Director of Programs

SALARY

This position is paid an exempt position with a salary range of \$65,000 - \$67,969.03 per year. This position is grant funded and continuation of this position is subject to continuation of funding. The starting salary is based on education and experience as per the below matrix.

Experience	H.S./GED	Bachelors	Masters
0 - 2.99 years	\$65,000.00	\$65,975.00	\$66,964.63
3 - 4.99 years	\$65,975.00	\$66,964.63	\$66,964.63
5 +	\$66,964.63	\$67,969.09	\$67,969.09

Years' experience must be directly related to this position.

BENEFITS

This position is an exempt position. The person in this position is expected to serve a 90-day probation period. Benefits will not be included until and unless the position is made permanent, which is contingent upon performance evaluation, funding, board direction, and potential re-development of the organization and its training/service delivery models. If the position is more than 30/hours per week, employer paid medical benefits will include medical, dental, and vision benefits.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include: basic life insurance, vacation, sick leave, holiday pay and taxes as required by law. ANEW also contributes a 4% match to a 401k after one year of employment.

APPLICATION PROCESS

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to hr@anewcareer.org.