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**MERRIMACK VALLEY WORKFORCE INVESTMENT BOARD
POSITION VACANCY NOTICE
(OPEN TO IN AND OUT OF HOUSE CANDIDATES)**

POSITION TITLE: **TEMPORARY YOUTH PROGRAM ASSISTANT**
6 weeks in April & May – 15 hours per week
(Grant Specific – 1 Position Available)

SUPERVISOR: Youth Workforce Program Manager

JOB GRADE: N/A

SALARY RANGE: \$11.00 per Hour

Note: This position is temporary and does not provide time-off or health benefits.

POSITION SUMMARY:

General Responsibilities: Support Merrimack Valley Workforce Investment Board (MVWIB) and Valleyworks Career Center (VWCC) staff on the YouthWorks (YW) summer program. In the YW program 229 youth from Lawrence, Haverhill and Methuen will participate in subsidized employment.

PRIMARY DUTIES & RESPONSIBILITIES:

The temporary assistant will support MVWIB and VWCC staff to:

- Greet all customers and respond to inquiries about the YouthWorks program.
- Recruit and enroll eligible youth. This will include determining eligibility of youth and ensuring all paperwork is completed in an accurate and timely manner.
- Determine worksite referrals and youth job placement on Match Day.
- Organize job readiness workshops for groups of up to 40 youth at Haverhill, Methuen, and Lawrence locations.
- Interact with youth employers as needed.

The youth worker may also be asked to perform other duties as assigned by his/her Supervisor.

QUALIFICATIONS:

The preferred candidate will hold a high school diploma or equivalency. This may be substituted with demonstrable experience working with diverse youth populations in organized activities or programs. The

individual should have good verbal communication and problem solving skills. Afternoon availability is required. Bilingual English/Spanish a plus. Must pass a CORI check.

POSTING DATE: April 7, 2017

APPLICATION DEADLINE: April 14, 2017 by close of business

PLEASE SUBMIT cover letter and resume via email or hard copy to:

**Beverly Stopyra
Human Resource, Quality Assurance Manager
Merrimack Valley Workforce Investment Board / Division of
Grants Administration
City Hall Annex
255 Essex Street
Lawrence, MA 01840**

PLEASE SEND RESUMES TO: jobs@mvwib.org