



JOB ANNOUNCEMENT

Student Resource Advocate

PORTLAND YOUTHBUILDERS

Portland YouthBuilders (PYB) is a nonprofit, two-year alternative high school and job training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and provide technical assistance to low-income seniors. PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): *At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.*

POSITION SUMMARY

This position works within a career services and student support services team. The team provides student-focused support in both an independent and interdisciplinary format. The Resource Advocate's main role will be to work with their Student Advocate colleagues to identify student needs, and then to **provide students with direct support and/or referral to community resources**. These supports have typically been in the areas of food support, clothing, transportation, housing, utilities, childcare, legal fees and technology.

Note about PYB operations during COVID-19 pandemic: *PYB has offered a full-time distance learning program to our participants since April 2020. Though PYB will reintroduce face-to-face on-site services in August 2021, the successful applicant for this position must have the ability to provide the services described in this announcement using numerous remote and/or digital tools.*

QUALIFYING KNOWLEDGE, SKILLS, EXPERIENCE AND DUTIES

- o Bachelor's degree preferred in Social Work or a related field
- o Minimum of two years' experience supporting young adults from challenging circumstances to achieve personal, educational, and career-building success
- o Ability to work both independently and as a member of multiple inter-disciplinary teams
- o Ability to keep up with case noting in a FileMaker based database
- o Willingness to participate in staff committees that work on increasing equity within the organization
- o Strong organizational skills befitting a fast paced environment
- o Verbal and written skills sufficient to maintain accurate and timely communication regarding student issues and progress
- o Case management experience and knowledge of community resources strongly preferred

COMPENSATION & BENEFITS

Reports To:	Career Services Manager, Zack Kerrissey
Schedule:	40 hours per week
Position Starts:	As soon as filled
Compensation:	Full-time salary range of \$42-46,000/year
Employment Status:	Full-time, Regular, Exempt
Benefits:	Seven weeks paid vacation per year- prorated in first year based on length of service (4 weeks, typically in July, 2 weeks in December, and 1 week in March); most state recognized holidays paid, plus 1 personal day per month; \$650 per month contribution to cafeteria plan for health care benefits and/or retirement savings; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

Application Procedure

Please e-mail your **cover letter (including answers to the supplemental question below) and your resume** to Zack Kerrissey at jobs@pybpd.org. Applicants may learn more about our program and culture at www.pybpd.org.

Your cover letter should summarize why you are qualified for the position and include answers to the following supplemental question:

- *PYB serves youth from diverse racial and ethnic backgrounds. Describe your experiences working both personally and professionally with people from diverse racial/ethnic backgrounds. What did you learn from those experiences?*

No paper resumes, faxes, phone calls or visits please.

CLOSING DATE: Applications will be reviewed as they are received. This position is open until filled.

Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900

PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.

- *This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,500,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*



AmeriCorps