



**JOB ANNOUNCEMENT**  
**Portland YouthBuilders**  
**Counseling and Career Services Manager**

**POSITION SUMMARY**

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.

As the leader of PYB's Career Services Team, this position will be directly supervising career coaches (advocates) and managing operations and services to ensure students receive support and stabilization services, gain the information, skills, and experience necessary to make informed career choices, develop a comprehensive career plan, and succeed in post-secondary education and/or placement aligned with their career goals. This position will also serve as the teacher of career exploration and development classes.

PYB seeks a candidate who is knowledgeable and passionate about changing the lives of low-income, highly-barriered young people. PYB is looking for someone who has experience working with a diverse clientele in the areas of career development and placement, building employer partnerships, and leading a team of professional staff.

**SUMMARY OF BROAD AREAS OF RESPONSIBILITY**

- Serve as an enthusiastic and creative manager of the PYB Career Services Team by providing leadership and innovative thinking in areas of program design, service implementation, strategies for student success, staff supervision, and compliance with contractual outcomes
- Supervise the career coaches (advocates) who provide comprehensive career coaching/support services to students to help them make informed career choices, develop an individualized career plan including post-secondary goals/training, and provide long-term support through

their success in career-aligned employment. Career coaching is provided to students in one-on-one meetings and in group settings.

- Teach classes in career exploration and development
- Develop a strong network of employer partnerships to ensure adequate resources for student employment and work experiences including internships, job shadows, career guest speakers, informational interviews, etc.
- Work as a member on PYB's multi-disciplinary case management teams to collaboratively assess student progress and plan optimal programming to maximize student success
- Collect and analyze student data and develop reports as required by funding sources and to evaluate program effectiveness.
- Understand public-sector contractual requirements and manage the department to achieve strong student outcomes and contractual compliance.

**Women and people of color are encouraged to apply.**

### **SCHEDULE, COMPENSATION, BENEFITS**

Reports to:	Program Director
Schedule:	40 hours per week (1.0 FTE)
Position Starts:	August 2021
Compensation:	\$60,000 - \$70,000 per year
Employment Status:	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.

### **QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE**

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- Post-Secondary Training/Degree required; Graduate Degree preferred
- Minimum of 5 years experience working in career development and/or counseling. Preferred history of teaching and career coaching
- Leadership and staff supervision experience
- Proven success in employment and post-secondary education placement and retention
- Working knowledge of US Department of Labor WIOA regulations preferred
- Capacity to collaborate with colleagues
- Outstanding written and verbal communication skills
- Strong belief in the PYB mission of supporting highly-barriered young people to develop the skills and habits needed for future stability and career success
- Strong commitment to advancing the organization's equity vision and values
- Able to pass a fingerprint-based criminal background check and drug test prior to employment
- COVID vaccination is required except for allowable medical/religious exemptions

### **APPLICATION INSTRUCTIONS**

**To apply:** email resume and cover letter to Rana Uzzaman, Program Director at [jobs@pybpd.org](mailto:jobs@pybpd.org).

Resumes will be reviewed as received and interviews conducted to fill the position as soon as a qualified candidate is identified.

*No phone calls or visits please*

**For more information**, visit our website at [www.pybpdx.org](http://www.pybpdx.org).

*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**