



## POSITION DESCRIPTION

### Career Advocate – Counseling & Career Services Department

#### PORTLAND YOUTHBUILDERS

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Portland YouthBuilders (PYB) operates an 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 tech skills through teaching classes to seniors and other community members.

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.*

The ideal employee will be committed to our mission and equity statement, and will be inspired by working with young people from diverse backgrounds as they transform their lives through learning and service.

#### POSITION SUMMARY

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The Career Advocate is a member of the Counseling & Career Services Department working to promote students' career readiness. The Career Advocate will provide comprehensive career coaching to students to help them make informed career choices, develop an individualized career plan including post-secondary goals, 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—both in person and remotely, using phone, email, Zoom, social media and other communication tools. Assist in developing curriculum for Career Exploration classes. Identify student barriers to long-term success, and work with the Student Resource Advocate to secure needed resources and address needs. Work closely with other departments (teachers, trainers) to support students as they develop the knowledge, skills and habits necessary for success in post-secondary education, training, and careers.

**Reports to:** Counseling and Career Services Manager

**Employment Status:** Regular, Exempt

**Schedule:** 40 hours/week – 8:00am – 5:00pm

**Salary:** \$48,000 - \$60,000/year DOE

**Benefits:** 7 weeks paid vacation during school closures--4 weeks in summer; 2 weeks in winter; 1 week Spring Break. Paid Summer break is prorated *for the first year* based on months of service (e.g.- an April 1 start date would receive 5.5 days summer vacation, but a September 1 start date would receive 18.25 days in the first year). Most state recognized holidays are paid and employees accrue 1 personal day/month. PYB contributes \$650/month to Section 125 cafeteria plan for health care benefits, flexible spending accounts, and/or retirement savings; and provides a dollar-for-dollar employer match for retirement contributions up to 3% of salary with immediate vesting. PYB provides employee-paid life

**Application Closes:** Open until filled

## **AREAS OF RESPONSIBILITY**

- Develop and maintain relationships with partners (construction apprenticeships, colleges, employers, internships) in service of student placement support and success
- Assist current and alumni students with placement in employment and/or post-secondary education/training including:
  - Career Exploration
  - Creation of resume, cover letter and other career related forms
  - Practice filling out applications (short and long form, paper and online)
  - Employment search
- Provide ongoing, long-term post-placement support to alumni
- Enter placement information into student database daily
- Support students with employment training opportunities such as work experiences, job shadows and job fairs
- Develop an individualized career plan with each student
- Connect students to potential employers/mentors through informational interviews and job shadows
- Provide comprehensive orientation to construction apprenticeships, colleges, employers, internships, including tours and orientations and support through the application processes
- Identify students' resource needs to address barriers to high school completion, career readiness and health. Work with Student Resource Advocate to secure needed resources.
- Participate in cross-departmental Case Management teams with a focus on career readiness and a student's transition from PYB into postsecondary education, training, and/or employment
- Design individualized career plans and individualized schedules for students
- Assist students with short and long term planning for their future
- Maintain student records and fulfill all responsibilities as a Case Management team member
- Write case notes and keep Case Management team members informed about important student conversations, academic plans, goals, and achievements

## **General**

- Support with organizational outreach efforts
- Attend staff meetings and department meetings and all-staff professional development opportunities

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

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### **Required:**

- Bachelor's degree or equivalent experience in Education, Social Work, Career Exploration or related field
- Experience working with low-income and minority populations
- Minimum of 2 years in individualized career exploration
- Career development experience
- Curriculum development experience
- Experience helping students set goals and work toward their completion
- Experience assessing student needs
- Strong computer skills (database entry, spreadsheets, email correspondence, etc.)
- Valid Driver's License
- Ability to pass fingerprint-based Criminal Background Check and drug screening
- Experience communicating with technology (e.g.- Zoom, Google Meet, etc)
- Relationships with post-secondary institutions and/or employers. Relationship with construction and/or technology employers a plus.

**Specific job skills:**

- Ability to inspire and motivate young people
- Detail oriented
- Ability to create and optimize systems
- Culturally competent practice; willing to engage in conversations about race
- Ability to develop one-on-one relationships with students from diverse backgrounds
- Ability to take initiative, prioritize, plan and organize
- Effective problem prevention and problem solving skills
- Ability to maintain confidentiality of sensitive information
- Strong written and verbal communication skills
- Self-starter and independent thinker
- Commitment to professional growth
- Capacity to collaborate with colleagues in order to facilitate student success
- Ability to simultaneously manage multiple projects and meet deadlines
- Ability to improvise and work through uncertainties

**APPLICATION INSTRUCTIONS**

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Our selection process entails:

**1. Application**

- **Cover letter**
- **Resume**

**2. Interview** - You will be asked to meet with our hiring team for a semi-structured interview. You are encouraged to ask us any questions about the position and PYB at this time.

**To apply:** email resume and cover letter to Allison Callahan, Counseling and Career Services Manager, at [Allison.callahan@pybpd.org](mailto:Allison.callahan@pybpd.org). Applications will be reviewed as they arrive until the position is filled. Please send your cover letter and resume as attachments (Word or PDF). No phone calls or visits please. For more information, visit our website at [www.pybpd.org](http://www.pybpd.org).

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*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 full-time volunteers must successfully complete a criminal background and drug test check prior to employment. 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 program is funded 25% through a federal award of \$1.5 million from the U.S. Department of Labor – ETA for the YouthBuild Program Initiative.*
- *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.*

