



JOB ANNOUNCEMENT
Portland YouthBuilders
ENROLLMENT SPECIALIST

POSITION SUMMARY

Portland YouthBuilders (PYB) provides job training programs, wrap-around support, and alternative high school education with the mission to support low-income young adults, ages 17-26, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students develop marketable employment skills in construction and technology to launch successful careers.

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 YouthBuild Enrollment Specialist will be responsible for supporting young people through the application process to determine program readiness and eligibility requirements are met. The Enrollment Specialist is the point of contact for applicants and their support networks, and is responsible for gathering and recording various documentation, assessing applicants' readiness for a demanding program, ensuring mutual fit, assessing need and supporting barrier removal, tracking data and information, facilitating orientation workshops, and preparing applicants to enroll in our Job Readiness program.

A successful candidate will be able to provide transparent and honest feedback to applicants and their supports throughout the enrollment process. Experience mentoring or coaching diverse youth and/or low-income youth is a plus. Ability to quickly connect and build relationships with applicants is required as is a strong detail-oriented approach that ensures accuracy in records and data entry. The Enrollment Specialist leads our orientation week, coordinating with other departments as well as designing and delivering workshops to support successful enrollment.

PYB seeks an Enrollment Specialist who is passionate about changing the lives of low-income, highly-barriered young people. PYB is looking for someone who is creative, enthusiastic, a strong communicator, enjoys being out in the community and is experienced working with a diverse clientele. **Women and people of color are encouraged to apply.**

Reports To: Admission, Marketing and Outreach Manager
Schedule: 40 hours per week (1.0 FTE)

Position Starts: Upon successful recruitment of applicant
Compensation: Full-time salary range of \$48,000-\$52,000/year
Employment Status: Full-time, Regular, Exempt
Benefits: 7 weeks paid vacation--PYB is closed for most programming for 4 weeks in summer; 2 weeks in winter; and 1 week at Spring Break. (Paid Summer Break is prorated for the first year based on months of service.) Given that this position's responsibilities are tied to the admissions cycle, the Enrollment Specialist may need to take vacation at different times of the year than most staff, but will receive the same amount of time. Most state recognized holidays are paid and employees accrue 1 personal day/month. PYB contributes \$700/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 and long-term disability insurance. PYB offers a dynamic environment with a great team of students and staff.

SUMMARY OF BROAD AREAS OF RESPONSIBILITY

- Support young people through the application process including:
 - Lead weekly informational sessions
 - Assess applicants' eligibility and program readiness
 - Point of contact for referring school districts
 - Provide individualized assistance to applicants coordinate with other departments to identify student need in order to reduce barriers to successful enrollment
 - Coordinate with other PYB departments
 - Attain required documentation to ensure applicant eligibility
 - Administer educational testing
 - Coordinate and facilitate Pre-Program Orientation week for applicants
 - Coordinate and develop Pre-YB, our pre-enrollment support pathway for applicants identified as needing additional academic support and/or barrier removal
- Data Entry and Records Keeping
 - Maintain detailed and accurate applicant eligibility files
 - Ensure data entry is timely and accurate
- Perform outreach and recruitment duties as assigned by Admissions Manager including
 - Deliver presentations for prospective students, support networks, and partner organizations
 - Leading information sessions for applicants and their support networks
 - Other outreach duties as assigned
- Other duties as assigned

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

- Bachelor's degree preferred; equivalent experience will be considered
- Demonstrated experience, competency, and commitment to serving a diverse population
- Ability to inspire and motivate young people
- Ability to provide clear and actionable feedback to students

- Demonstrated experience supporting young people with growth and improvement such as mentorship or coaching
- Outstanding communication skills
- Excellent organizational skills, multi-tasking abilities, and the ability to improvise and work through uncertainties.
- Capacity to collaborate with colleagues in order to facilitate student success
- Valid Oregon Driver's License and strong driving record (position includes local travel for outreach activities)
- Bilingual preferred
- Previous experience in alternative/public education preferred
- Ability to pass a criminal background check and drug test
- Experience working on interdisciplinary committees with a focus on equity

APPLICATION INSTRUCTIONS

To apply: email resume and cover letter admissions.jobs@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.

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.

