



## SLAYB Transition Coordinator Job Description

<b>Job Title:</b>	<b>SLAYB Transition Coordinator</b>
<b>Job Category:</b>	Social Services
<b>Primary Location:</b>	Los Angeles 90011
<b>Department:</b>	Youth Development
<b>Reports To:</b>	SLAYB Program Manager
<b>Direct Reports:</b>	None
<b>Seniority Level:</b>	Entry Level
<b>FLSA Status:</b>	Non-Exempt
<b>Job Type:</b>	Full Time
<b>Travel:</b>	None

### SUMMARY

The South Los Angeles Youth Build (SLAYB) Transition Coordinator will be responsible for establishing and strengthening relationships with academic institutions, government agencies, WorkSource centers, businesses and any entity that can provide commitment/resources of employment and/or career opportunities for members. Special attention will be provided to developing relationships with institutions that will support career pathways for growth sectors (Unions and advance training institutions). The Transition Coordinator will support and help create the Employer Advisory Board. Strengthen relationships with Chamber of Commerce and maintain connections to employers, identify and coordinate local hiring events for Youth Development members, alumni, and local community members. Oversee communication, engagement with all program alumni. The Transition Coordinator should spend 50% of time networking and building external relationships that supports youth transition from programming to placement. 40% of the coordinator time will be spent on providing guidance, employment readiness, and capacity building. The final 10% of coordinator time will be used for case management and file quality assurance.

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Build relationships with universities, colleges; develop systems for engagement of alumni and exiting program participants.
2. Coordinates a variety of events and programs (e.g. student assessments, classroom presentations, career fairs, college visits, fieldtrips, student placement and follow up, teacher and counselor in-services, self-esteem programs, etc.) for the purpose of supporting the smooth transition from high school to postsecondary training and/or employment.
3. Build relationships with prospective employers, including construction trade unions, transportation and public works fields; stay informed of pre-requisites for union apprenticeships and other employment opportunities.



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4. Build relationships with community-based organizations and government agencies to promote collaboration, solve problems and identify resources for unemployed youth (EDD, SAJE, WorkSource Centers, etc.).
5. Obtain commitments from prospective employers to hire program graduates; seek job shadowing, internships and volunteer opportunities for graduates as a step to employment.
6. Responsible for overseeing reporting placement and follow-up activities for alumni and program participants or need assistance finding placement.
7. Oversee and schedule employment readiness trainings/workshops for participants and alumni.
8. Coordinate with contracted Trainers to provide hard (hands-on) and soft (job search) skills.
9. Coordinate facilities and transportation for training session, including driving participants in a van to site visits, hands-on workshops, etc.
10. Oversee activities related to preparation, interviews, and overall communication with CRCDC Enterprises and any other employers or partners.
11. Oversee Alumni Club and any other activities related to alumni engagement
12. Ensure placement goals are being met for all alumni for a minimum of 12 months after exit.
13. Uphold CRCDC's Mission Statement and 5 Year Strategic Plan.

### MINIMUM QUALIFICATIONS

1. Associates degree and three to four years related experience or equivalent combination of education and experience
2. Familiarity with the disconnected and opportunity youth population is a plus
3. Knowledge of database management and quality control process
4. Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries
5. Current California driver license with no points
6. Experience verifying YouthBuild program eligibility and delivering program components including employment or transition services
7. Understanding and experience of implementing the 14 WIOA program elements
8. Experience entering data into the Department of Labor's MIS, DYB and ETO system
9. Experience in registering or enrolling youth into community college
10. Fluent in case management facilitation
11. Experience in facilitating group workshops
12. Understanding and knowledge of education disparities in the Vernon-Central community
13. Proficient in reading and writing

### **WORK ENVIRONMENT**

1. On occasion walk or drive to different local sites throughout the day.
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment.
4. May necessitate working in busy and loud environments.
5. May be exposed to elements like cold, heat, dust, noise, and odor.
6. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
7. This is not a work-from-home position

### **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES**

1. Encompass a “do whatever it takes approach” to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, flexible in determining, evaluating & resolving issues.
4. Organize & prioritize multiple activities to meet all external & internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.
8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor.*

### **BENEFITS**

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance



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CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD's criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193

### ACKNOWLEDGEMENT

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Employee Incumbent Name

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Employee Signature

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Date

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