



**Job Title:** SYEP Program Coordinator  
**Job Category:** Social Services  
**Primary Location:** Los Angeles 90011  
**Department:** Workforce Development Department (WDD)  
**Reports To:** VCN YouthSource Manager  
**Direct Reports:** None  
**Seniority Level:** Associate  
**FLSA Status:** Non-Exempt  
**Job Type:** Full Time  
**Travel:** No

## **SUMMARY**

Under the direction of the VCN YouthSource Manager, the SYEP Program Coordinator will be part of an innovative team that will work collectively to train and provide subsidized employment 30 to 100 young people living in South Los Angeles. The SYEP Program Coordinator will provide one-on-one supportive services to at-risk and transition-age youth who are preparing to join the workforce. The SYEP Program coordinator will assess basic needs, identify barriers to employment, develop an Individual Service Plan to address those barriers, and coordinate services, and provide young people with support in maintaining their employment.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Contact, receive and review referrals to Workforce Program from local schools, community-based organizations, and government agencies, including walk-ins.
2. Follow instructions to implement outreach activities that include making presentations to non-profit organizations, government agencies, probation/parole staff and agencies, schools, and conduct door to door outreach in the targeted neighborhood.
3. Facilitate program information sessions and orientation.
4. Assist with facilitation of the program's employment readiness, leadership, and life skills workshops.
5. Track participant hours and attendance to meet the performance goal associated with the grant deliverables.
6. Coordinate work sites for 30 – 100 youth.
7. Conduct work site walk through and training for all work site supervisors.
8. Collect and review participant timecards for completion and accuracy.
9. Pick up and distribute participant paychecks on the 5th and 20th of each month.
10. Uphold CRCD's Mission Statement and 5 Year Strategic Plan



### **MINIMUM QUALIFICATIONS**

1. 1-2 years' experience or related work and/or BA Degree
2. Familiarity with the At-Risk 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. Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines
6. Demonstrated knowledge of community resources
7. Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate

### **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, and flexible in determining, evaluating, researching, and resolving issues.
4. Organize and prioritize multiple activities to meet all external and 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 and or executive team.*

### **BENEFITS**



**COALITION *for*  
RESPONSIBLE  
COMMUNITY  
DEVELOPMENT**

**SYEP Program Coordinator  
Job Description**

- 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
- 13 paid holidays

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	Employee Signature	Date
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