

Job Placement and Recruitment Specialist

Isles Youth Institute (IYI) seeks a highly motivated and creative individual who has experience working with and supporting high school youth to achieve their academic and vocational goals. The successful candidate will support opportunity youth in Trenton and in the region to secure and maintain employment by providing job readiness and placement services to IYI students and youth in related programs, and by developing internship and job opportunities with local employers and businesses. In addition, the Specialist will work closely with the IYI team in executing IYI's broader youth development priorities.

ABOUT ISLES YOUTH INSTITUTE:

IYI offers alternative education options for opportunity youth who have struggled in conventional school settings. IYI provides support for youth to earn their high school equivalency diploma and develop vocational and crucial life skills. Isles uses an effective peer-based approach for students ages 16 to 24 that supports IYI students holistically to ensure their academic, job, and life success. At IYI, we believe that by empowering opportunity youth with the academic and personal development skills needed to achieve self-reliance, and by providing a supportive, safe environment, the ability of IYI students to achieve their goals will improve, changing their educational and life outcomes.

POSITION DETAILS:

Job Development and Job Readiness

The Specialist will assess students' job readiness; implement interventions to improve readiness and related skills; facilitate student connections with potential employers and placement in appropriate positions; and maintain relationships with students to ensure their success. The Specialist will gather labor market and occupational information to provide appropriate employment options.

Employer Relationships

The Specialist will develop and maintain partnerships with businesses and industries that can offer jobs, internships, and job shadowing opportunities to students. The Specialist will maintain contact with employers with whom we have placed youth and keep an employer database with all current and prospective employers for students.

Youth Recruitment

The Specialist will develop and formalize relationships with local and regional agencies, faith-based organizations, and other appropriate entities to actively recruit youth through formal and informal relationships and to promote Isles and IYI services to varied stakeholders.

WHO WILL BE SUCCESSFUL:

Successful candidates are motivated, youth-oriented, and creative. They are committed to working with youth from disadvantaged backgrounds and will be excited to collaborate with a diverse and committed team of colleagues at IYI and Isles to advance the prospects of Trenton's youth. They look forward to building connections across Isles service areas and with other organizations and agencies in Trenton to expand upon existing work and increase investment in local youth. They will be an effective and persuasive communicator and enjoy promoting their own and their organization's work.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university, preferably related to employment counseling and/or workforce and career development, or equivalent experience
- Experience working with youth in an urban environment
- Experience creating and implementing successful youth employment and post-secondary education strategies
- Familiarity with employers in Trenton and Mercer County
- Valid NJ driver's license in good standing
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- Commitment to racial equity
- Cultural competency and cultural humility
- Ability to collaborate in a team-oriented work environment
- Ability to communicate clearly in written and verbal form

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- Ability to plan own work to meet deadlines and a can-do problem-solving attitude
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)
- Spanish language proficiency preferred

ABOUT ISLES:

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

WHAT IT'S LIKE TO WORK FOR ISLES:

Throughout its 40-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 70 employees, plus a corps of volunteers and an engaged Board of Directors.

Compensation: Salary starts at \$44,000-48,000; Comprehensive Medical, Dental, Vision, and FSA benefits, 401K with company match, and a generous PTO policy

Interested candidates should submit cover letter, resume and recent writing sample to hr@isles.org. Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.