



## **Youth Business Consultant**

### **Workforce Services Division – Youth Services**

### **Largo, Maryland**

**Job Summary:** Employ Prince George's (EPG) is seeking a qualified candidate with a demonstrated passion for and commitment to serving the youth population in Prince George's County. Under the direction of the Youth Services Manager, the **Youth Business Consultant** will provide support and guidance to ensure the achievement of programming performance goals through skillful development of job leads, and practiced business engagement to include providing job placement assistance to youth job seekers within the Prince George's County American Job Center System.

**Key Requirements:** The ideal candidate will exhibit the ability to communicate effectively, both orally and in writing as well as possessing savvy contract negotiation skills. Knowledge of federal, state, local, and WIOA guidelines and policies is required. Strong organizational skills and the ability to quickly establish and build rapport is essential in this role! The ability to multi-task, and work well within time restrictions is a critical component of this position. Solid experience and computer literacy skills (i.e., WORD, EXCEL, POWERPOINT, ACCESS, etc.) highly desired. Must be adept at marketing programs, products, skills and services and possess a proven ability to recruit and develop business partners and "close deals".

#### **Qualifications:**

A Bachelor's degree in a human services or related field is preferred. Certification in workforce services is desirable. Two years of workforce development experience. Additional education may be substituted for the required work experience on a year for year basis, for up to two years. Relevant work experience may be substituted for education requirement on a year for year basis up to a maximum of four years. Bi-lingual candidates encouraged to apply. Must pass criminal background check.

**How to Apply:** Qualified candidates are encouraged to submit a cover letter including salary requirements and resume to [CareerOpportunities@employpg.org](mailto:CareerOpportunities@employpg.org). Cover letters should be addressed to, ATTN: **Human Resources** and must include **Youth Business Consultant** in the subject line of your email. **EOE/AA employer. NO TELEPHONE CALLS PLEASE**