



Youth Career Consultant **Largo, Maryland**

About Us: The Prince George's County Local Workforce Development Area is a Workforce Innovation and Opportunity Act (WIOA) designated workforce area by the Governor of the State of Maryland. Required by WIOA, the Prince George's County Local Workforce Development Area is governed by the Prince George's County Local Workforce Development Board. Appointed by the Prince George's County Executive, the Prince George's County Local Workforce Development Board is tasked with governing and operating the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board and Prince George's County Executive has designated Employ Prince George's, Inc. (Employ Prince George's) to serve as the staff and fiscal agent of the Prince George's County Local Workforce Development Board.

As the staff and fiscal agent of the Prince George's County Local Workforce Development Board, Employ Prince George's manages the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board has branded the Prince George's County Public Workforce System as the Prince George's County American Job Center Community Network to the public, its partners, and stakeholders. The Prince George's County American Job Center Community Network, including Employ Prince George's as a nonprofit workforce development services provider, is a collection of job centers, access points for services, government agencies, nonprofit organizations, community-based organizations, and more. The Prince George's County American Job Center Community Network provides workforce development services to over 30,000 job seekers and 4,000 businesses annually. As the staff of the Prince George's County Local Workforce Development Board, workforce development service provider, and Prince George's County American Job Center Community Network manager, Employ Prince George's operations are diverse and extremely complex.

Job Summary: Under the direction of the Director of the In-School Youth Services Department, the **Youth Career Consultant** will have primary responsibility for providing continuous case management and follow up services to assist customers in achieving employment goals; and ensuring retention of participants in all Youth Career Connections (YCC) program activities. More specifically, the Youth Career Consultant will work with youth to develop Individual Development Plans (IDP's) that include mapping their career pathways and service strategies, follow up services and connection to supportive services and resources. The incumbent will assist with program outreach and enrollment and conducting one-on-one intake and support the team with facilitating group orientations. The incumbent will be evaluated according to his/her ability to meet performance goals for number of customers enrolled in programs, successfully completing training, entering employment, retaining employment, and attaining wages of a specified standard.

Key Requirements: The ideal candidate will have a working knowledge of the Workforce Innovation and Opportunity Act and other federal, state, local workforce development programs, knowledge of community resources, regional labor market, local hiring trends, and major employers. Excellent oral and written communication skills and proficiency with the Microsoft Office suite desired. Must be detail oriented. Candidate should be savvy in using the internet and social media in providing workforce services. Must be able to function as a team member to accomplish goals.

Qualifications: Bachelor's Degree in human services, social services, education or a related field is preferred. Two (2) years of experience working in workforce development or a related field and/or an equivalent combination of education and experience. Bi-lingual candidates encouraged to apply.

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