

YOUTH APPRENTICESHIP (YA) PROGRAM ASSISTANT

BASIC FUNCTION: The YA Assistant provides support to the Regional YA Coordinator for the successful recruitment, follow-up, data collection, tracking, and reporting of high school students interested in the YA program.

Essential Functions:

- Working knowledge of career readiness preparation.
- Provides overall support for, and work collaboratively with, the YA Coordinator.
- Enters YA contact information and data into the DET database.
- Tracks and report progress toward student completion of YA experiences.
- Assist in building relationships with local business and community to develop additional and appropriate YA worksites.
- Monitor and report on school progress toward YA implementation.
- Provide follow-up support and assistance to schools in meeting YA participation goals.
- Monitor and report on new and existing business YA engagement.
- Create and disseminate marketing materials, newsletters and partner communications for business recruitment and information.
- Maintain effective communication between business/community partners, school, and district staff.
- Collaborate with school staff and across district departments.
- Strong written and oral communication/presentation skills.
- Attend required staff, district, and partner meetings.
- Perform other duties as assigned.

Required Qualifications:

- Bachelor's Degree.
- Proficient in the use of computer applications, including Microsoft Office Suite.
- Proficiency in monitoring data, keeping accurate records, and preparing data reports.
- Experience creating professional presentations.

Preferred Qualifications:

- Excellent written and verbal communication skills, including the ability to make effective, professional presentations for students and business partners.
- Possess strong leadership, collaborative, and problem solving skills.
- Strong organizational and analytical skills.

This position is a LTE position, with the potential for full-time employment.