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## **JOB ANNOUNCEMENT**

**JOB TITLE:** Youth Development Specialist

**GRADE:** Full Time – Non-Exempt

**HOURS OF WORK:** Full Time, Monday to Friday (Some Evening and Weekend Hours are required)

**SALARY:** DOE

**CHAIN OF AUTHORITY:** Board of Directors, CEO, Program Manager

**CLOSING DATE:** Open Until Filled

**POSITION SUMMARY:** Provides outreach, recruitment, enrollment, retention and mentoring services for youth. Participates in program planning, implementation and evaluation. Navigates youth and their families who are in need of education, career preparation, housing, clothing, transportation, food, or other community services. The Youth Development Specialist will act as an advocate to youth and their families in gaining access to services and in maximizing the use of mentorship and community resources based upon their needs. The Youth Development Specialist will assist in development and planning of all youth activities intended to enhance educational and career advancement.

The Youth Development Specialist's role includes, but is not limited to the following responsibilities:

**MAJOR FUNCTIONS:**

- Conduct comprehensive recruitment, orientation and enrollment of incoming youth participants and their family members
- Collaborate with team members, community partners, and school representatives on development and planning of various youth activities, curriculum and resource identification
- In collaboration with youth and/or family, develop a work plan to ensure youth is prepared for academic, personal and career success. Create action steps for service and provide personalized navigation to services agencies and conduct the follow-up process to all agencies to assure navigated service was provided
- Maintain current knowledge of services available throughout the valley and develop and maintain partnerships with other service providers
- Maintain a services agency data base with contact information and become knowledgeable of pertinent eligibility criteria for all agencies
- Document and maintain records, both through an electronic database and paper copy, in a confidential and timely manner, following agency procedures
- Prepare data as required for submittal of monthly, quarterly and annual reports
- Participate in planning, implementation and staffing for all youth programming, including weekend and weekday evening events

The Youth Development Specialist's duties include, but are not limited to, the following:

- Maintain and comply with agency confidentiality requirements
- Establish and maintain positive working relationships with all internal and community based Center staff
- Participate in scheduled external and internal meetings and trainings as requested, including coordinating quarterly resource presentations for staff
- Participate in all Center youth projects
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree (preferably in Social Work, Education or Business) plus two years' relevant experience or any equivalent combination of education and experience
- Experience in youth development/youth services with proven ability to engage youth and motivate them toward action and follow up
- Knowledge of homelessness, substance abuse, mental illness and domestic violence as these areas relate to youth and their families
- Experience in case management or duties in administering long term, ongoing support and linking to other services
- Demonstrated ability to communicate ideas, findings, and recommendations effectively with staff, customers and affiliated providers
- Strong knowledge of MS Word, Excel, Power Point and Publisher
- Excellent verbal and written communication skills to effectively communicate project updates, project outputs and outcomes, data and evaluation findings, and reporting requirements
- Knowledge of basic counseling skills and the ability to identify priorities based on presenting customer need and effectively move the customer to a service to meet their need
- Demonstrated ability to manage multiple tasks with attention to detail
- Strong leadership skills
- Knowledge of the social, educational, cultural and economic development and needs of urban American Indians and demonstrated ability to provide culturally sensitive and appropriate services to American Indian youth and their families
- Availability to work evenings and weekends
- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card or ability to successfully obtain one immediately within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Phoenix Indian Center requirements

**PREFERENCE:**

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with resume and supplemental information form.

**SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:**

Phoenix Indian Center Personnel, 4520 North Central Avenue, Suite 250, Phoenix, AZ 85012  
602-264-6768 ext. 2103 Fax: 602-274-7486  
[www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us