

Job Announcement – Common Wealth Development YOUTH EMPLOYMENT & FINANCIAL LITERACY SPECIALIST

Common Wealth Development is seeking a motivated, energetic youth work professional to join our team to deliver our employment and financial education, college access, job placement, saving, and mentoring programs to economically disadvantaged youth. This is a 40 hr/wk position with some evening hours required. Starting wage is \$15.50/hr with full benefits, raised to \$16/hr after 6 months of satisfactory job performance. Applicants should have two years experience working with and/or mentoring youth from low-income homes and/or from racially diverse backgrounds, a valid driver's license, and regular access to an insured car.

Major Responsibilities

- Identify and recruit economically disadvantaged teens for the programs.
- Arrange and conduct employment, financial education, and college access trainings and workshops.
- Mentor youth in the programs to ensure successful employment, money management, and orientation toward higher education.
- Coordinate and lead field trips, special events, and meetings with youth.
- Open and maintain custodial savings accounts for program participants.
- Facilitate the placement of teens into jobs and mentor them through their placement.
- Network with families, community, school personnel, and businesses to promote the programs.
- Communicate and work effectively with team to ensure highest quality programming and support for teens.
- Assist in program planning and evaluation.
- Maintain written records and computer database.
- Perform other tasks as requested by the Youth Programs Director and the Management Team.

Desired Qualifications

- Experience and commitment to working with teens from low-income homes.
- Experience and commitment to working with teens from racially diverse backgrounds.
- Strong personal connections to low-income communities.
- Strong personal connections to communities of color.
- Spanish and/or Hmong speaking skills.
- Experience leading training sessions for teens.
- Ability to lead pre-employment, financial literacy and college access training sessions.
- Ability to communicate effectively and professionally with youth, families, school personnel, and businesses.
- High level of motivation and ability to prioritize tasks, handle multiple responsibilities at once, and work effectively both independently with minimal supervision and as a member of a team.
- Attention to detail and ability to follow through on tasks in a timely manner.
- Proficient in word processing and database programs, MS Access preferred.

Common Wealth Development values diverse life experience in its hiring process and is an Equal Opportunity Employer. Bilingual, bicultural, and people of color are strongly encouraged to apply.

To apply, submit a complete application packet to: Common Wealth Development, 1501 Williamson Street, Madison, Wisconsin 53703. **Application packets must contain each of the following:** 1) an employment application; 2) a resume; and 3) a cover letter describing your experience and/or ability to: **a)** work with and/or mentor teens from low-income homes and/or from racially diverse backgrounds; **b)** lead training sessions for teens, especially as related to providing employment and financial education and college access awareness; and **c)** help teens or other populations find employment and/or develop money management skills. Applications are available online at www.cwd.org and at the address above.

Complete application packets (see above) must be received by 5:00 pm, Thursday, July 22, 2010.

No phone calls, emails, or faxes.