



## **JV Flex Position Description: Education and Employment Support Specialist**

**Position Title:** Education and Employment Support Specialist

**Agency:** Portland Opportunities Industrialization Center (POIC) + Rosemary Anderson High School (RAHS)

**Location:** Portland, OR

**Primary Service Category:** Teen/At-Risk/Opportunity Youth Services

**Other Service Categories:** Education (Community), Education (K-12 School), Social Services

**About JV Flex:** JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meetups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

**About POIC+RAHS:** Portland Opportunities Industrialization Center + Rosemary Anderson High School (POIC + RAHS) is a minority-led nonprofit 501(c)(3) organization providing the highest quality services in education, mentoring, family outreach, employment training and placement. At POIC + RAHS, we reconnect alienated at-risk youth and adults affected by poverty, family instability, and homelessness to education, career training, and culturally-specific wraparound programs, including services for families impacted by the criminal justice system.

### **Position Description**

The Education and Employment Support Specialist will provide employment, education, and mentorship services to graduates of Rosemary Anderson High School (an alternative high school serving low income youth) and older youth from the community, through the age of 25. The role includes serving in a drop-in center for youth, providing wraparound services with a focus on skills such as college and career readiness, navigating post-secondary education, and career exploration.

### **Duties and Responsibilities**

- Education and employment services for youth, ages 16-24, including serving in a drop-in center. Services offered include: resume writing, tutoring, resources and referrals, life skills. (50%)
- Outreach to youth, promotion of events and activities, collection of data, curriculum development. (20%)
- Workshop facilitation, and activities chaperoning (10%)
- Staff meetings, staff trainings, staff committees (10%)
- Participation in and assistance with community events including POIC events such as graduations, field trips, celebrations, community networking meetings. (10%)

**Language Requirements:** English



**Other Requirements:** JV AmeriCorps member will be a mandatory reporter.

#### **Additional Position Details**

**Physical/Mental Demands:** Walking to high school campus from Transitions Center (2 blocks). Transitions Center is on second floor, no elevator. Often chaotic environment.

#### **Training and Professional Development Offered:**

- First Aid/CPR/AED
- New World of Work

*BIPOC (Black, Indigenous, and/or Person of Color) individuals strongly encouraged to apply.*

**To apply** for this and other JV Flex positions, please submit an online application at [jvcnorthwest.org/JVFlex](http://jvcnorthwest.org/JVFlex)