



### **Job Posting**

#### **Full-time Position Available: Youth Employment Specialist**

**The Asian American Civic Association (AACAA)** provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

#### **Position Summary:**

The Youth Employment Specialist in AACAA's Employment Center is responsible for job placement of unemployed young adults (ages 16-24) individuals including career counseling and job readiness training of clients and employer outreach.

#### **Primary Duties and Responsibilities:**

- Meet with clients one-on-one to learn about skills, employment preferences, and develop an individual career plan
- Provide career coaching and employment advice, guiding clients through online employment assessments
- Prepare and revise clients' resumes and cover letters prior to job application
- Lead group job search workshops, assisting clients with job applications and cover letters
- Lead individual and group job readiness training
- Develop and maintain relationships with employer partners and develop understanding of employer requirements and skills needed to fill vacancies
- Develop job leads and interview opportunities for clients through actively calling and visiting employers
- Engage employers in activities such as conducting mock interviews, leading workshops, and hiring and supporting clients
- Place clients in employment, including helping participants complete applications, contacting employers on clients' behalf, and prepping clients for job interviews
- Regularly communicate job openings to clients
- Assist in the coordination of annual Job Fair including employer and client outreach and event planning
- Assist with outreach and recruitment for Employment Center clients
- Report to funders with quantitative and narrative reports regularly
- Maintain records, documentation, and track clients in database, producing regular reports on services and outcomes
- Update job boards, marketing material, and job openings listed on website

#### **Qualifications/Requirements:**

- Bachelors degree preferred
- Experience working with older youth and young adults required
- Experience providing direct services to immigrant and/or low-income clients required
- Experience building relationships with employers strongly preferred
- Keen understanding of tools needed for career advancement
- Strong organizational skills with excellent attention to detail
- Excellent communication skills, oral and written

- Commitment to AACA's mission of helping limited English speaking and economically disadvantaged people gain economic self-sufficiency
- Preference for fluency in Spanish, but not required

Salary is commensurate with experience. Full benefit package included.

**To apply**, send resume and cover letter indicating the title of the position to:

HR Department

Asian American Civic Association

87 Tyler Street, 5<sup>th</sup> floor

Boston, MA 02111

Email: [hr@aca-boston.org](mailto:hr@aca-boston.org)

Position open until filled.

*Asian American Civic Association is an equal opportunity/affirmative action employer*

