**Foundation Level Practicum Job Description**

STL Youth Jobs is a 501(c)(3) nonprofit with a mission to bridge the divide between our region’s youth and the growing skills gap in our workforce. STL Youth Jobs was created in 2013 as a mechanism to change the landscape of employment opportunities for youth living in underserved areas so they are connected to opportunities through which they can gain experience and develop skills required to meet employment demands. From exploration to acceleration, STL Youth Jobs aims to be responsive to a variety of ages and skill levels by meeting youth where they are within their career journey.

STL Youth Jobs is an employment system that connects job seekers, ages 14-24, with meaningful paid work experiences. Since 2013, STL Youth Jobs has connected individuals to more than 5,000 job opportunities and experiences through a proven service model that includes a paid work experience, job readiness and financial literacy training, and career and mentoring services.

# PRACTICUM/INTERNSHIP OPPORTUNITIES

Roles and responsibilities are designed around a student’s areas of interest and the organization’s need. Practicum students are responsible for their own means of **transportation** to our administrative office located in the Central West End. Two practicum positions are available, one for foundation level and one for concentration level.

## ****BENEFITS****

* Flexible working environment
* Collaborative workspace at a tech and art co-working space
* Working in a small and nimble team and playing a vital role in a growing organization

## ****AVAILABILITY****

* For the time being, all practicum positions are required to be **in-person** (with the potential for some remote work hours) with traditional work hour availability (M-F 8 am – 5 pm). Hours are flexible and can be adjusted to fit the needs of the students. Occasional evening and weekend availability is possible. Regular supervisor and task manager check-ins required. Opportunities for periodic external (in-person and virtual) meetings with contractors, employers, donors, events, and strategic partners will arise.

**FOUNDATION LEVEL PRACTICUM POSITION**

## AVAILABLE BEGINNING IN THE SPRING SEMESTER (JANUARY) WITH THE OPPORTUNITY TO CONTINUE INTO THE SUMMER SEMESTER FOR MSW OR BSW STUDENTS (OR OTHER AREAS OF STUDY)

STL Youth Jobs connects youth with local employers for work experience. This position is responsible for assisting with youth recruitment and outreach, data collection and clean-up which includes streamlining the case management system experience. The role will walk alongside the Partnership & Impact department while it oversees and manages summer, fall and spring programming. This practicum is an ideal opportunity for students interested in program and partnership management. Student’s duties can range from, but are not limited to:

### ****Partnerships & Impact****

* Work with STL Youth Jobs’ network of program providers to ensure quality service delivery including youth onboarding, training, job placement and data collection throughout the work experience
* Create a monitoring system to evaluate program providers
* Assist with the development of STL Youth Jobs’ case management system including functionality that would streamline youth and program provider experience
* Data Entry
* All other duties as assigned

### ****Youth Activities and Support****

* Assist with developing a network of resources and relationships in order to effectively provide wraparound support to youth including; mental health, education, employment, housing, food, etc.
* Identify potential youth recruitment opportunities to reach STL Youth Jobs’ targeted youth population
* Conduct community outreach activities to share information about STL Youth Jobs and how to participate. Note these opportunities happen during the week and weekends.
* Provide guidance and assistance to the youth application process including follow-ups, next steps and assistance with application completion
* Assist with youth intake and training

### ****Employer Relations and Recruitment****

* Contact employers to finalize applications
* Identify and reach out to prospective employers to share information about STL Youth Jobs
* Assist with fielding employer application questions and general inquiries

### ****Required Skills****

* Strong relationship, interpersonal, and communication skills
* Strong organizational skills and the ability to multitask and manage competing priorities
* Detail-oriented
* Ability to work in an independent environment
* Traditional work hour availability with occasional evening and weekend availability

### ****Application Instructions****

* Interested students must send a cover letter, and electronic version of their resume to Ms. Jerica Robinson at jerica@stlyouthjobs.org. Subject Line: Practicum Student.