



JOB TITLE: Education & Employment Support Specialist

REPORTS TO: Program Manager Minneapolis & Brooklyn Park Transition Housing (Bryce Jones)

GOAL: Improve youth outcomes around setting and pursuing educational and career goals.

POSITION SUMMARY:

- Support and coach marginalized and vulnerable homeless youth as they identify and work on their goals for education and career, overcoming multiple barriers.
- Provide hands-on support for youth in all Avenues programs to help them overcome barriers that impede the complete of secondary education, explore career objectives and related post-secondary opportunities, and successfully enroll and advance in vocational, certificate, 2 year and 4 year degree programs, as appropriate for each young person.

RESPONSIBILITIES

Partnerships

- Build and manage partnerships with educational and training institutions to increase and improve opportunities for Avenues youth.
- Collaborate with the education and training institutions and advocate on behalf of youth to support their educational goals.
- Build and manage partnerships with employers to help reduce the barriers between youth who are experiencing homeless and beneficial job opportunities.

Access

- Support youth in identifying appropriate secondary and post-secondary schools, then enrolling in those schools.
- Assist youth in accessing resources to prepare for prep tests for entry into education and training institutions.
- Help youth navigate systems and access community resources, including financial aid and supports, education and training.
- Work with youth to develop goals that connect and lead them to career decisions that can be supported by education goals and decisions.

Educational Progress

- Assist youth directly in establishing, furthering and completing their educational goals through intensive support and coaching, including one-on-one meetings to provide mentoring and guidance on their educational path to achieve career goals. Guide and motivate young people around education.

- Coordinate care within Avenues as part of our broader case management team. Participate actively in a care team approach to supporting our youth.
- Coordinate care within the broader community to ensure the success of the youth in their educational journey.
- Track youth educational goals and outcomes on progress toward those goals.

#### Career Progress

- Assist youth in a dream plan, which helps to establish goals around career paths that are directly or indirectly linked to education achievement.
- Establish partnerships with community collaborative that focus on youth employment and empowerment.
- Track youth career goals and outcomes towards those goals.

#### EXPERIENCE AND QUALIFICATIONS:

- Demonstrated experience navigating secondary and post-secondary education and training institutions on behalf of youth who face multiple barriers. Existing knowledge of and relationships with secondary and post-secondary educational institutions in the Twin Cities metropolitan area.
- Minimum BA/BS in education, social/human services or related field. Master's degree preferred.
- At least 3-5 years' experience working with culturally diverse, disenfranchised youth. Demonstrated ability to connect youth with community resources. Experience working with communities of color. Demonstrated ability to apply culturally-competent intervention strategies.
- Demonstrated experience with harm reduction, trauma-informed care and strength-based youth empowerment model is required. Demonstrated knowledge of life goal setting, addiction, mental health issues and domestic violence is also required.

#### OTHER INFORMATION:

- Employment Status: Full-Time, Salaried, Exempt
- Hours: 40 hours per week, including some evenings and weekend hours
- Location: Office will be at the Minneapolis and Brooklyn Avenues location(s), but local travel will be required to other sites and partnering agencies in order to work with youth in an appropriate, youth driven manner.
- Compensation: Commensurate with qualifications and experience

*Persons of color are encouraged to apply.  
Avenues for Homeless Youth is an Equal Opportunity Employer.*

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