



**LEARNING TO WORK \* Reaching 4 Tomorrow – where dreams come alive**

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**JOB ANNOUNCEMENT**

**Internship Placement Specialist**

**Program Description:** Youth @ Union Program is built on a foundation of academic skills enrichment, positive youth development and the cultivation of informed and independent decision making. Recognizing the academic needs of our young leaders, Union Settlement Association has formed a partnership with the New York City Department of Education to create the LEARNING TO WORK\*Reaching 4 Tomorrow program. LTW/R4T is a subsidized/unsubsidized employment and educational achievement program for in-school youth. LTW/R4T serves 210 high school youth, ages 16-20, offering a comprehensive array of educational services, college exploration, vocational development, supportive social services, group/individual life coaching, job readiness workshops and employment assistance

**Reports to:** Program Coordinator

**Hours:** 35 hours per week including some late nights and weekends.

**Compensation:** \$ 35,000

**Essential Job Functions:**

- Facilitate & develop curriculum
- Complete internship monthly report
- Maintaining [75] student placements monthly
- Develop individualized work plans for 75 students.
- Coordinate student's activities at assigned work stations/sites.
- Assess student's academic progress and attendance daily
- Complete all relevant data, reports and case notes required for each student
- Perform other duties as assigned.
- Attend all Y@U monthly meetings

**Education/Experience:**

- Bachelor degree in Education or related field, and (3) years of vocational experience
- Knowledge of vocational community resources and the local community
- Recruit students and internship site sponsors
- Co-facilitate seminars with College & Career Specialist and Youth Advocate
- Strong verbal, written, organizational and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced environment, be creative and a self starter
- Understanding the challenges facing inner city youth

- Bilingual in English/Spanish/Mandarin/Cantonese preferred

**How to apply:**

**NO phone call, faxes or hard copies, thank you.**

E-mail cover letter and resume with the title “**Internship Placement Specialist**” in subject area to:

Nadine Evans, Program Coordinator  
LEARNING TO WORK/ Reaching 4 Tomorrow  
198 Forsyth Street, Suite 303  
New York, NY 10002  
[nevans@unionsett.org](mailto:nevans@unionsett.org)

Equal Opportunity Employer  
**Deadline Friday, August 14, 2009**