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**MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD
POSITION VACANCY NOTICE
(OPEN TO IN AND OUT OF HOUSE CANDIDATES)**

POSITION TITLE: **TEMPORARY YOUTH PROGRAM ASSISTANT**
April - August – 19 hours per week

SUPERVISOR: Youth Workforce Program Manager

JOB GRADE: N/A

SALARY RANGE: \$15.00 per Hour

Note: This position is temporary and does not provide time-off or health benefits.

POSITION SUMMARY:

General Responsibilities: Support MassHire Merrimack Valley Workforce Board (MassHire MVWB) and MassHire Merrimack Valley Career Center (MassHire MVCC) staff on the youth programs. In the youth programs over seven hundred youth from our region will participate in subsidized employment and/or career development education activities.

PRIMARY DUTIES & RESPONSIBILITIES:

The Temporary Youth Program Assistant will support MassHire MVWB and MassHire MVCC staff to:

- Greet all customers and respond to inquiries about the youth programs.
- Assist program staff with recruitment and enrollment of eligible youth. This will include determining eligibility of youth and ensuring all paperwork is completed in an accurate and timely manner.
- Perform clerical duties as such as answering phone calls, making copies, and filing.
- Organize job readiness workshops materials.
- Data enter information into program database and maintain case notes.
- Assist program staff with orientation and youth work readiness workshops.
- Support program staff with youth job placement on Match Day.
- Interact with youth employers as needed.

The Temporary Youth Program Assistant may also be asked to perform other duties as assigned by his/her Supervisor.

