

# JOB DESCRIPTION

**JOB TITLE:** Program Specialist - Youth  
**BUILDING / DEPARTMENT:** Executive  
**REPORTS TO:** Executive Director

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**FLSA STATUS:** Exempt  
**DIRECTLY SUPERVISES:** None

## **OBJECTIVE:**

To provide planning, development, coordination, evaluation, and monitoring of the NWPA Job Connect Workforce System including PA CareerLink®, Mobile Delivery of Services, and Business Solutions.

## **RESPONSIBILITIES**

The essential functions of the job include but are not limited to the following:

### **YOUTH**

1. Assess and analyze workforce development needs for Youth in the NWPA Job Connect area.
2. Assist in the development of youth program objectives and goals for NWPA Job Connect area.
3. Create and develop databases and templates to analyze youth data, collect data, track staff/partner time, and any other need.
4. Serve as liaison to NWPA Job Connect Youth Committee, and other committees as assigned.
5. Community liaison to the region's schools, career and technical education centers and youth programs which includes attending their events and committee meetings as required.
6. Serve as a resource connecting youth and programs to resources in the region.

### **PROGRAMS**

7. Compile and analyze demographic and client feedback data to assist in the improvement of programs and policies.
8. Establish and maintain written criteria for program goal development, monitoring and reporting (pay for performance and other goals).
9. Maintain a working relationship with all provider/partners.

### **MONITORING AND REPORTING**

10. Monitor programs, contractors (Title I, EARN, WIOA Youth, TANF Youth, other youth grants), and service agreements (RFPs, RFQs, etc.) for compliance of federal, state, and local regulations and policies.
11. Extract and analyze data from the system of record to prepare reports for the NWPA Job Connect board, monitor the progress of contractor(s), and have a clear understanding of performance at the local, state and federal levels.
12. Maintain accurate reports and documentation to be submitted to local and state officials and agencies.
13. Ensure that satisfaction surveys are sent at least quarterly to both job seekers and employers touched by the system, analyze the data and share with NWPA Job Connect Board and Chief Local Elected Officials (CLEOs)
14. Compile, analyze and report on various labor market, workforce demographic, economic and any other data to support workforce related initiatives, through development and execution of research plans.
15. Present data and reports to NWPA Job Connect board, CLEOs, committees, partners, and the public.
16. Share best practice research with staff and partners/contractors.
17. Oversee and monitor additional programs funded by the receipt of grant funding.
18. Oversee reporting of Common Measures results to the NWPA Job Connect board, CLEOs, Title I and committees and work with Title I contractor on performance plans as needed.
19. Oversee the Corrective Action process as needed.

### **ASSISTANCE**

20. Provide guidance and technical assistance to agency staff, board members, and Chief Local Elected Officials regarding the specific requirements of the funding source or the program services.
21. Accept questions or complaints about the contracted program services, investigate and resolve these according to NWPA Job Connect policy.
22. Prepare grant proposals, concept papers and work plans, in consultation with NWPA Job Connect key staff and Director, in order to secure additional public and private resources.
23. Assist with special projects and programs and other duties as assigned.
24. Support other Program Specialist position as needed.
25. Provide technical assistance to Title I contractor as needed.

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## **OTHER DUTIES**

- Attend staffing, training, conferences, and other meetings as required. May require travel and overnight stay.
- Maintain efficient and organized paper and electronic file structure
- Serve on committees, focus groups and other activities at the local, regional and Commonwealth level.
- Perform all other duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION/EXPERIENCE AND/OR TRAINING**

- Bachelor's Degree or equivalent experience
- Three years of related training or experience
- Experience with WIOA Title I Adult, Dislocated Worker and Youth; EARN and TANF preferred
- Monitoring experience preferred
- Youth program experience preferred

### **LICENSES OR CERTIFICATIONS**

- None required

### **WORK-RELATED KNOWLEDGE**

- Demonstrated knowledge of data extraction, pivot tables, Excel, and Access
- Ability to maintain a high degree of confidentiality
- Ability to utilize the Commonwealth System of Record (CWDS) desirable
- Grant experience preferred

**TOOLS AND EQUIPMENT:** General Office Equipment

**MENTAL DEMANDS** (Typically required to successfully perform the essential functions of the job on a regular basis).

- Concentration/Attentiveness
- Manage Multiple Projects/Tasks
- High Level of Record Keeping
- Read and Comprehend Instructions
- Respond to Unpredictability
- Organize and Prioritize Independent Judgment and Discretion
- Relate to others

**PHYSICAL DEMANDS** (Typically required to successfully perform the essential functions of the job on a regular basis).

- Ability to stand (less than 25% time on job)
- Ability to walk (less than 25% time on job)
- Ability to sit (prolonged periods)
- Ability to lift up to 30 lbs (less than 25% time on job)
- Ability to carry up to 30 lbs (less than 25% time on job)
- Reaching at high or low level
- Repetitive finger movement
- Ability to use both hands
- Ability to communicate orally
- Ability to hear conversation
- Ability to climb stairs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS** (Typically required on a regular basis)

This position *typically* requires work in a normal office environment. Travel throughout the six (6)-county region will be required as needed. Scheduled days to work in the office vs the hybrid work of at home will also be required. Generally, any travel or days at the Meadville office will be scheduled in advance when able.

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**PERSONAL PROTECTIVE EQUIPMENT** (Typically required on a regular basis)

This position *typically* does not require the use of personal protective equipment.

**LOCATION**

This position is hybrid to Meadville, PA. Time will be required as needed and also on a recurring basis in the Meadville office. There will also be occasional travel throughout the six county region of Erie, Crawford, Clarion, Warren, Forest and Venango. The work is often done remotely, but office time and travel will be required as part of the position.

**SALARY**

Range starting at \$52,000

**EQUAL OPPORTUNITY**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

**STEVENS AMENDMENT**

This position is 100% supported by the PA Department of Labor and Industry of the U.S. Department of Labor as part of awards totaling \$7,057,036.44 with 0% financed from non-governmental sources.

**References may be checked as part of the interview process.**

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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor/HR Representative

\_\_\_\_\_  
Date