



## **Youth Empowerment Project: YEP Works Youth Advocate Job Description**

The Youth Empowerment Project (YEP) is seeking a full-time youth advocate who is committed to providing case management and mentoring services to young people enrolled in our YEP Works programming.

YEP Works is a work-based learning program for youth, ages 16 to 24, who are either disconnected from school, disconnected from work, or enrolled in alternative or non-traditional educational programs. Participants earn stipends while gaining transferable work-based skills in customer service and social-emotional learning. Our postsecondary and employment transition team helps graduates progress into employment, internships, post-secondary education, and advanced training programs.

An ideal candidate will have a proven ability to work effectively with a wide range of stakeholders inclusive of parents, extended family members, and others, who are critical to the success of the youth. A successful candidate will be expected to collaborate with YEP Works team members, education partners, external service providers, and other community-based stakeholders in order to provide holistic wrap-around supportive services to our youth.

### **About Youth Empowerment Project:**

Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides services to youth in the Greater New Orleans region. You can learn more about our impact on our website [www.youthempowermentproject.org](http://www.youthempowermentproject.org).

### **Job Responsibilities:**

The YEP works Youth Advocate reports to the YEP Works Program Manager. The primary responsibilities of the YEP Works Youth Advocate include, but are not limited to the following:

- Provide mentoring and case management support to youth engaged in YEP Works.
- Model and reinforce work readiness and social-emotional learning core competencies taught to youth participants.
- Thoroughly document all work that is done on behalf of youth clients.
- Regularly communicate and collaborate with internal and external stakeholders to



ensure youth receive seamless quality services.

- Provide transportation to youth clients (and families as required) to and from appointments, activities, and programming events (as needed).

### **Qualifications and Experience:**

YEP is seeking candidates who excel in relationship building, are results-oriented, and well organized. Additionally, a successful candidate will have:

- Experience working with youth, with demonstrated ability to develop supportive and trusting relationships with youth ages 16-24.
- Previous professional experience with case management service delivery and documentation.
- Experience with supervising youth (individually or within groups), while effectively encouraging positive and meaningful participation in programming.
- Ability and willingness to work some evening hours and occasional weekends.
- Comfortable with adapting to an evolving program delivery approach and changing work environment.
- Demonstrated ability to consistently meet internal and external deadlines while maintaining a high standard of work.
- Knowledge and ability to use computers and related technology in order to accomplish key employment responsibilities.
- Must have reliable transportation, a valid driver's license, and insurance.

### **Salary and Compensation:**

The annual salary for this position is competitive for the local non-profit sector and commensurate with experience. YEP offers an excellent benefits package.

### **How to Apply:**

To be considered for this position, please email your resume and cover letter to our staffing partners, Talent Activated via email at [info@talentactivated.com](mailto:info@talentactivated.com)



As an equal opportunity employer, the Youth Empowerment Project (YEP) believes every employee has the right to work in an environment free from unlawful discrimination. YEP prohibits discrimination against any employee or job applicant on the basis of race, color, religious affiliation, gender, age, national origin, disability, marital status, sexual orientation, or military/veteran status in any of its activities or operations.