Title: Career Pathways Associate
Employee Status: Regular, Full-time, Non-Exempt
Department: Community Programs
Reports To: Pathways Manager
Supervises: N/A
Location: Oakland, CA
Travel: Local travel may be required
Schedule: Monday through Friday
Salary Range: $16.50-$18.50
Benefits: Two weeks of vacation, sick time, 13 holidays, floating holidays, medical and dental benefits on the first of the month following 30 days of employment, life insurance, 403(b) contribution, and other benefits.

Agency Summary
The Unity Council envisions a joyful, united, and engaged community where people have the power to shape their lives. We are a nationally-recognized Social Equity Development nonprofit organization, located in the Fruitvale district of Oakland. Our mission is to promote social equity and improve quality of life by building vibrant communities where everyone can work, learn and thrive. Each year, we serve approximately 8,000 primarily low- to moderate-income clients by providing them with the tools to transform their lives and ultimately achieve their long-term educational, career and financial goals. The Unity Council and its affiliates have a diverse workforce of 300 employees.

Program Summary
The Community Programs department houses integrated educational, career, financial and housing services, aimed at removing barriers and providing resources to Oakland’s residents to stay on a path towards social equity. The newly formed Youth Achievement program includes our Latino Men and Boys (LMB) program, a new youth leadership program and other initiatives that prepare youth of color to thrive educationally and in life. LMB is a school-based, culturally-rooted, educational support program for Latino youth ages 12 to 20 years old in Oakland. The goals of the program are to support youth with high school graduation, college and vocational pathways, health and wellness, and positive relationships. The LMB program connects youth and their parents to needed services in Community Programs and externally. The youth leadership program is a new initiative aimed at providing training and opportunities for youth of color (with a focus on Fruitvale and East Oakland youth) to participate in decision-making and advisory roles at The Unity Council and beyond.

Position Summary
The Career Pathways Associate will work with the Pathways Manager on the implementation of a youth career exploration program, and other educational initiatives and program evaluation projects.
Responsibilities
Oakland Youth Engaged - OYE (50%)
• Prepare and co-facilitate career awareness and job readiness workshops for youth ages 14 to 20
• Work with youth one-on-one to identify career exploration, school and employment goals
• Conduct outreach and recruitment activities, such as career fairs and speaking to interested youth
• Provide orientation sessions to interested youth to explain services and eligibility
• Assess youth for eligibility into OYE and other services
• Communicate with parents of enrolled OYE youth as needed to support participants
• Engage parents in processes and activities, and link them to services that address goals of the entire family
• Problem solve with coworkers to retain and support clients who face barriers to achieving their goals
• Others duties as assigned

Project Support (50%)
• Collect client and service data for program evaluation projects
• Work closely with Pathways Manager to meet goals of educational and data analysis projects
• Participate in program planning, team meetings and supervision as scheduled
• Maintain program records and client information, enter data into database
• Assist youth and adults to enroll into college or vocational programs

Qualifications
• Possession of a High School Diploma or GED is required; two years of college is preferred
• One year of experience working with immigrant, low income and diverse individuals is required
• Bilingual in verbal Spanish and English languages is required
• High degree of comfort presenting information to individuals and groups is required; experience facilitating youth workshops and presentations is a plus
• Experience with data entry, preparing reports, and maintaining records is required; program evaluation experience is a plus
• Familiar with youth development principles and post-secondary planning with youth is a plus
• Experience building and maintaining collaboration with multiple stakeholders (parents, teachers, school counselors, career exploration site supervisors, college representatives)
• Ability to be a self-starter, assume responsibility for achieving outcomes, balance priorities and deadlines, and demonstrate good problem solving skills
• Ability to work as a team member and possess an enthusiastic and collaborative approach
• Excellent administrative skills and attention to detail
• Strong alignment with The Unity Council’s social equity values, mission and vision

Essential Functions
• Advanced computer skills with strong MS Office (Word, Excel, PowerPoint) and social media skills.
• Regularly required to operate standard office equipment (personal computer, photocopier, fax, etc.)
• Regularly required to sit for long periods of time, and occasionally stand and walk.
• Regularly required to use hands to operate computer and other office equipment.

*This description is not intended to be construed as an exhaustive list of duties, responsibilities or requirements for the position. This position may change or assume additional duties at any time.*

Please email your cover letter and resume to jobs@unitycouncil.org. Use "Career Pathways Associate" in the subject line.

*The Unity Council is an Equal Opportunity Employer. Women, minorities and people with disabilities are encouraged to apply.*