**JOB DESCRIPTION**

New York City Mission Society improves the lives of children, youth, and families in the city’s most underserved communities. Through programs and services that respond to community needs, we create cycles of success for generations to come. Join Team Mission.

**Program** **Description**:

The *Level UP Program* administered at *Harlem Renaissance High School* is a collaboration with the NYC Department of Education. The program assists students, who are over-aged and under-credentialed, in acquiring the skills, knowledge, attitudes and behavioral changes that will maximize their potential. The program’s aim is to enable students to graduate high school, transition into post-secondary education, or into meaningful permanent employment.

**Title:** **Internship Placement Specialist /Sr**. **Advocate Counselor**

**FLSA Status:** **Full-Time Non-Exempt**

**Reports to: Program Director**

**Basic Function**: Perform all duties related to internships including developing sites, job training and intern supervision. Provide academic and career counseling. Perform counseling duties consistent with the needs of program participants & assists with the delivery of educational services.

**DUTIES & RESPONSIBILITIES:**

* Facilitate workshops that prepare participants for the world of work and for entrepreneurial endeavors.
* Partner with businesses, corporations, and community-based organizations to develop student internships and a wide variety of employment opportunities.
* Assist participants with resume development, job interviewing skills and all job readiness skills.
* Establish a rapport with program participants, assist them in identifying their educational and career goals & help participant formulate future plans.
* Conduct daily attendance outreach.
* Maintain a caseload of participants, monitor the academic and employment progress of participants on assigned caseload, and provide interpersonal and life management skills counseling.
* Provide crisis intervention services as needed.
* Advocate for in-school remediation for participants as appropriate.
* Prepare paperwork i.e. intake forms, Level Up contracts, evaluations, reports etc. as needed.
* Advocate for participants in need of social services and additional support.
* Participate on interdisciplinary participant progress teams within the school.
* Other duties as assigned.

**Qualifications:**

* Minimum BA degree
* At least 2-3 years’ experience working and providing counseling services to children and adolescents.
* Knowledge of adolescent development and youth development principles
* Familiarity with YABC or LTW programs preferred.
* Experience working with inner-city youth and the issues of inner-city youth.
* Detail oriented.
* Demonstrate enthusiasm for work, sense of humor, patience, and self-control.
* Values providing outstanding customer service and working in a team environment with school personnel.
* Demonstrate interpersonal, organizational, multi-tasking and communication skills.

**General Requirements**: All staff are expected to be committed to the mission, vision, and values of Mission Society.

**Salary and Benefits:**

The salary range is 56,100-$59,100 based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, 403(b) retirement plan with 5% employer contribution, TransitChek, Employee Wellness Program, Municipal Credit Union membership, voluntary supplemental insurance options.

**APPLY**:

Interested and qualified individuals should forward their resumes with cover letter and salary requirements to HR@nycmissionsociety.org, Subject: **Internship Placement Specialist Sr. Advocate Counselor – LTW Harlem Renaissance HS.**

*Note: We are unable to accept phone calls. Applicants must meet the qualifications stated above. Only applicants selected for further consideration will be contacted.*

Visit our website at [www.nycmissionsociety.org](http://www.nycmissionsociety.org). *New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.*