



**PAID SUMMER OPPORTUNITY IN YOUTH/WORKFORCE DEVELOPMENT  
CITY OF SAINT PAUL, RIGHT TRACK YOUTH JOBS 01 PROGRAM (YJ01)**

**Title:** Right Track Program Liaison  
(2 positions reporting to the Right Track YJ01 Project Manager)

**Hours:** Average of 20-30 hours/week beginning June 8 through August 15, 2015.  
Hours will be weekdays, primarily morning and afternoon hours with the possibility of occasional evenings.

**Pay range:** \$15/hour plus parking/mileage reimbursement.

**Right Track Program Liaison Description:**

This position's primary role is to provide excellent customer service to program participants and worksite supervisors using an asset based and youth focused framework. This includes but is not limited to: communicating with worksite supervisors to complete and trouble shoot timecards, visiting worksites and ensuring assessments have been completed accurately and submitted on time, supporting the professional development of youth, and being a strong youth and program advocate.

**Primary Responsibilities:**

- Provide excellent customer service by troubleshooting issues that arise for program youth or worksites
- Have a strong presence and desire to serve others in the community via email, phone, and in-person worksite visits.
- Work with Right Track Project Manager to ensure youth and supervisors have knowledge of resources for youth success.
- Manage Right Track payroll for YJ01 worksites and youth.
- Provide assistance in professional development trainings for youth.
- Advise and support worksites to complete program assessments in a timely manner.
- Perform data entry and file maintenance.
- Support Project Manager as needed with other assigned tasks.

## **Qualifications:**

- Experience and an asset based approach to working with young adults ages 14 - 21.
- Ability to provide high quality customer service as a liaison between youth, supervisors and Right Track staff.
- Detail oriented, ability to multitask, learn fast, and can meet deadlines consistently.
- Must have reliable transportation - as part of this job entails visiting up to 90 worksite in 10 weeks.

## **Preferred Qualifications:**

- Direct service experience with youth employment programs.
- Fluent in English and a second language.
- Customer service experience and a desire to serve others.
- Familiarity with TASS or similar payroll program.
- Strong ties to Saint Paul.

## **About Right Track**

Right Track is Saint Paul's pipeline for youth career development and building a diverse future workforce. It brings together the City of Saint Paul, Saint Paul Public Schools, businesses and community-based organizations to provide work readiness and employment opportunities for youth. 100% of Right Track youth come from low income households or have a barrier to employment. 92% self-identify as youth of color.

Right Track Youth Jobs 01 (YJ01) provides summer and school year internships with city and non-profit organizations for approximately 500 Saint Paul youth ages 14-21. Ninety three percent of youth successfully completed YJ01 internships through Right Track last summer.

Visit <http://righttrack.stpaul.gov>, [Facebook](#) or [Twitter](#) for more information.

**Interested applicants should submit a resume and cover letter to [Asha.Shoffner@ci.stpaul.mn.us](mailto:Asha.Shoffner@ci.stpaul.mn.us) by 4:30 PM on Wednesday, May 27<sup>th</sup>.**

**People who reflect the diversity of Right Track program youth are encouraged to apply.**