

HOUSING AUTHORITY of the CITY OF OPELIKA
1706 TOOMER STREET
P.O. Box 786
OPELIKA, ALABAMA 36803-0786
(334) 745-4171

JOB OPENING NOTICE

DATE: March 28, 2025

- 1) CLASSIFICATION: YouthBuild Job Developer
- 2) SALARY: \$21.64 - \$25.48
Depending on Qualifications
- 3) RESPONSIBILITIES: See Attached or go to
www.opelikaha.org for job
description and application
- 4) PERSONS INTERESTED: Submit resume and/or application
with qualifications in writing to:
opelikaha@opelikaha.org

or via mail:

Human Resources
Opelika Housing Authority
P.O. Box 786
Opelika, Alabama 36803-0786

APPLICATIONS ACCEPTED
UNTIL POSITION IS FILLED
(Please No Telephone Calls)

THE HOUSING AUTHORITY OF THE CITY OF OPELIKA IS AN EQUAL OPPORTUNITY EMPLOYER. THE HOUSING AUTHORITY OF THE CITY OF OPELIKA DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION OR HANDICAP.

Job Description

Housing Authority of the City of Opelika

YouthBuild Job Developer

Department: YouthBuild
Reports To: YouthBuild Director

Date: March 28, 2025
FLSA: NE

Summary

Will spend 100% of their time managing and coordinating all programs related to jobs and outreach. In addition, will be responsible for computer reporting, and marketing as needed. Also included in duties are recruiting new students, tutoring, and following up with participants.

Essential Job Functions

1. Will serve as the main point of contact for the Youth Build program—Includes answering inquiries, applications and initial interview
2. Responsible for coordinating job placement and follow up
3. Will make contacts for partnerships with local businesses for apprenticeship/training programs
4. Coordinates and plans job fairs and educational tours for students
5. Will serve as the Youth Build procurement officer including general supplies and educational needs
6. Will plan and organize marketing efforts as well as workshops including interviewing, resume preparation, career fairs and motivational activities. Ensure that trainees are prepared before going to interviews and conduct follow-up assessments.
7. Will assist/administer the MIS computer system
8. Will network in the private and public sector to develop career-building opportunities for YouthBuild
9. Develop and maintain partnerships in the public and private sectors that will provide career opportunities that are aligned with YouthBuild students' interests and goals
10. Assist YouthBuild staff members and students to identify and schedule career-related guest speakers, site visits, job shadow experiences, and informational interviews
11. Develop and oversee an internship program for students
12. Meet with trainees at regular intervals to learn their job and career goals or immediate needs
13. Work with Program Director in marketing the program to potential employers—including developing and making presentations about YouthBuild
14. Ensure trainees are prepared before going to job interviews, and conduct follow-up assessments
15. Work closely with employers of students to maximize student employment and employee job placement
16. Perform other related duties as assigned
17. Demonstrate knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority
18. Use appropriate judgment & decision making in accordance with level of responsibility
19. Customer Service: Understands that all employees have external and/or internal customers that they provide services and information to; honors all the organization's commitments to customers/residents by providing helpful, courteous, accessible, responsive and knowledgeable customer service
20. Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; establishes rapport when working with others
21. Teamwork: Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains friendly demeanor; values the contributions of others
22. Operate motor vehicle in order to visit various sites and properties

Minimum Qualifications

- Bachelor's in a related educational field, counseling, psychology or equivalent experience working with young people and a strong commitment to helping young people succeed in an innovative training program to assist them in reorienting their lives and nurture their leadership skills.
- Experience in counseling, leading and directing youth and/or workforce development or other related educational programs. Dynamic leadership abilities and experience in maintaining organizational systems for tracking program information. Can demonstrate a proven track record in working with young adults who have experienced multiple barriers to success.

Compensation

This is a full-time position with benefits. Will run for the life of the grant which is 3 years.

SALARY: \$21.64 - \$25.48 per hour, "DOQ"

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description