

JOB DESCRIPTION – PROGRAM SPECIALIST

The City of Bakersfield recently launched a Youth Jobs Program (hereafter known as ‘Program’) in partnership with the Kern Community Foundation and the CaliforniasForAll program. The Program aims to recruit hundreds of at-risk local youth to and place them in temporary paid positions that teach key skills and create meaningful career pathways. The youth will work for the City of Bakersfield or local nonprofit organizations focused on public service and regional prosperity.

JOB TITLE: Program Specialist (PS)

JOB DATES: June 1, 2022 through October 30, 2026 (or completion of Program)

JOB SUMMARY: The Program Specialist is responsible for active management of the Program’s daily activities. The PS will ensure success for participating youth. The PS will manage the daily activities and oversight of Program youth and report to the Project Manager, Human Resources Specialist, and Kern Community Foundation CEO. Regular activities include organizing and executing personal, professional, and civic development of youth. These activities include proper selection of participants, site visits, regular development workshops, data collection. The PS will work closely with City staff where youth are placed, partner nonprofit organizations, an advisory board of community organizations, and other stakeholders. This position is eligible for remote-hybrid work.

JOB SALARY RANGE: \$40,000-\$50,000 annually, plus benefits. Benefits include group health care coverage and transportation reimbursement.

ESSENTIAL DUTIES:

- Manage daily activities of youth;
- Organize and execute events to further youth development;
- Site visits and regular check-ins with youth;
- Documents business system processes and workflow;
- Answer routine correspondence and questions relating to the Program;
- Assist with media inquiries;
- Track and organize data for Program reporting and oversight;
- Prepare written reports and recommendations;
- Coordinate activities with other departments or external agencies as required; and
- Support overall management of Program

MINIMUM QUALIFICATIONS:

Training and Experience

- Three (3) years of experience in youth development; or
- An equivalent combination of education, training, and experience which demonstrates the capabilities required in Job Summary.

Knowledge of

- Basic City governance, operations, and departments;
- Staggered personnel management consisting of multiple overlapping cohorts;
- Related computer applications;
- Research, data gathering, and report writing methods and technique;
- Computer-based project management and data management.

Ability to

- Work professionally with eligible youth;
- Gather and translate data;
- Communicate effectively and write clear, concise reports;
- Develop and maintain effective working relationships;
- Maintain accurate records and files;
- Plan, organize, and recommend programs and related activities;
- Utilize a database system, including entering data with speed and accuracy, auditing work, and running routine reports;
- Apply and explain applicable codes and regulations;
- Effectively present information to individuals and groups.

TO APPLY: Please send a resume and cover letter to jobs@kernfoundation.org. Please place the position title in the subject line.