

JOB DESCRIPTION – PROGRAM SPECIALIST

In 2022, the City of Bakersfield launched a Youth Jobs Program (hereafter known as ‘Program’) in collaboration with Kern Community Foundation and the CaliforniansForAll program. Since the Program was established, nearly 170 local youth have been served. Targeting individuals aged 18 to 30, the Program offers temporary paid positions that instill essential skills and foster meaningful career pathways. Participants engage in hands-on experiences within the City of Bakersfield or local nonprofit organizations with a focus on public service and regional prosperity.

JOB TITLE: Program Specialist (PS)

JOB SUMMARY: The Program Specialist facilitates and supervises daily Program activities with a focus on the comprehensive development and mentorship of participating youth. Reporting to the Program Manager, the PS ensures the success of program participants by coordinating a range of activities aimed at personal, professional, and civic growth. Responsibilities include participant selection, conducting site visits, facilitating regular development workshops, weekly check-in phone calls with program participants, and documenting progress and casework notes. 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 PAY RANGE: \$24-27 hourly, plus benefits. Compensation is contingent upon experience, qualifications, and skills. Benefits include comprehensive healthcare coverage, generous paid time off (PTO), and retirement contributions. Additionally, mileage reimbursement is provided for work-related travel using personal vehicles.

ESSENTIAL DUTIES:

- Directly mentor and guide youth participants on a daily basis;
- Organize and lead events to foster youth development;
- Conduct casework site visits and maintain regular communication with youth;
- Call for weekly check-ins with program participants;
- Maintain detailed casework notes documenting program participant progress;
- Document program processes and workflows;
- Manage routine correspondence and inquiries related to the Program;
- Collect and organize data for Program evaluation and oversight;
- Prepare detailed reports and recommendations;
- Coordinate cross-departmental or external agency activities as necessary;
- Attend community events representing the Program to connect with youth and nonprofits;
- Provide overall support for Program management;
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Training and Experience

- Three (3) years of experience in casework, youth mentorship, or related field; or
- An equivalent combination of education, training, and experience that demonstrates the capabilities required in the Job Summary.

Knowledge of

- Fundamental principles of youth mentorship and development;
- Basic City governance, operations, and departments;
- Staggered personnel management consisting of multiple overlapping cohorts;
- Proficiency in Microsoft Office software, Canva, Smartsheet, etc.;
- Research methodologies, data collection, and report writing techniques;
- Computer-based project management and data handling.

Ability to

- Engage with youth to cultivate meaningful, professional relationships with program participants;
- Efficiently manage multiple assignments and participants simultaneously;
- Collect and analyze data effectively;
- Communicate clearly and concisely, both verbally and in writing;
- Develop and maintain collaborative partnerships;
- Maintain accurate records and documentation;
- Strategize, organize, and propose programmatic activities;
- Utilize database systems proficiently, including data entry, auditing, and generating reports;
- Interpret and explain applicable regulations and guidelines;
- Present information persuasively to diverse audiences.

Licenses and Certificates

- Valid Driver's License and current auto insurance coverage are required due to travel demands of the position.
- Successful completion of "Sexual Harassment" and "Child Abuse Mandated Reporter" trainings upon selection.

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