

**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](http://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 Outreach Coordinator**

**Department:** YouthBuild  
**Reports To:** YouthBuild Director

**Date:** June 29, 2023  
**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 serve as the transportation coordinator including in-house and outside transportation needs for both vehicles and drivers
4. Will make contacts for partnerships with local businesses for apprenticeship/training programs
5. Coordinates and plans job fairs and educational tours for students
6. Will serve as the Youth Build procurement officer including general supplies and educational needs
7. 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.
8. Will assist/administer the MIS computer system

#### **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