



Community Empowerment Association, Inc.

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JOB DESCRIPTION

Title: Youth Supervisor (Tier 2: Workforce Development)

Status: 32 hours per week

Community Empowerment Association

Community Empowerment Association (CEA) was founded in 1993 in order to establish an organized, structural approach to address the specific needs of at-risk youth and families in distressed, marginalized communities. Our mission is to restore, reclaim and transform distressed communities through strategic planning, collaboration, advocacy, education, and training. Through our actions, we amplify your voice and experience, authenticate your capability and power, and uplift our culture and life experiences. Our five core beliefs of empowerment, representation, cognitive development/storytelling, ambition, and resilience guide everything we do.

Job Summary

Project Focus: Mini-Documentary Production & Digital Storytelling

The Tier 2 Youth Supervisor oversees 15-18 year olds as they produce a professional mini-documentary. This role functions like a Creative Director, pushing youth to meet high-level production deadlines, educating and preparing youth to conduct interviews, and manage project phases along with the videographer. You will bridge the gap between summer employment and year-round career skills

Tier-Specific Responsibilities

- **Curriculum Leadership:** Lead the documentary curriculum, overseeing the pre-production, filming, post reflection and guidance in Canva
- **Project Management:** Oversee "Production Crews," ensuring youth manage their time effectively during field shoot, arrive on line and interview sessions.
- **Advanced Branding:** Teach youth how to create a consistent "Brand Voice" for the documentary, including logo suites and press kits.
- **Career Coaching:** Integrate case management that prepares 15-18 year olds for the transition to full-time work or higher education post-summer plans
- **Soft Skill Development:** Develop and manage worksites, team meetings, youth curriculum, focusing heavily on social capital and the importance of workplace education for first-time workers.
- **Mentorship Mindset:** A "patience-first" approach to correcting first-time mistakes in a way that builds confidence rather than discouragement.

Administrative & Case Management

- **Documentation:** Collect, track, and analyze attendance data; manage the collection of weekly timesheets for the Site Supervisor.
- **Evaluation:** Prepare regular progress reports and assessments to measure the growth of youth "Work Readiness" skills.
- **Cross-Team Support:** Act as a "Co-Pilot" for the other Tier Supervisor; while you lead your specific curriculum, you provide active supervision and conflict mediation for the entire cohort together.
- **Safety & Compliance:** Manage worksites to ensure safe working environments
- **Event Coordination:** Manage the day of logistics for the final Basketball Tournament and co manage the Documentary Screening for tier 2 youth.

Skill Requirement

- **Technical Skills:** High proficiency in **Canva**, Google Workspace, and document management
- **Experience:** Previous experience working with low-income, urban youth; case management experience preferred.
- **Clearances:** Current Act 33/34 clearances.
- **Mobility:** Access to a car and a valid driver's license is preferred
- **Vision:** A dedication to social justice and a desire to transition into a year-round role within youth workforce development.

How to Apply

Qualified candidates should send a cover letter and resume to adavis@ceapittsburgh.org. **Subject Line:** Youth Supervisor