

## **Youth Employment Specialist Job Posting CAMBRIDGE, MA**

Just A Start is a community development corporation dedicated to promoting equity by creating access to stable housing and building pathways to economic opportunity. We build and preserve affordable housing, offer education and workforce training, and provide housing resources and services to low-to-moderate-income people in Cambridge and nearby communities.

The Youth Employment Specialist plays a crucial student-facing role as an employment counselor, instructor, and mentor/coach to help students identify and achieve their career and post-secondary education goals. The Youth Employment Specialist role is an exciting, entrepreneurial, and highly collaborative opportunity to work with a talented team of highly skilled, equity-driven, youth professionals across academics, construction, as well as case management & counseling. The Specialist will play a pivotal role in helping to shape career/post-secondary educational pathways for students with opportunities to create job shadowing and internship opportunities for program participants. The core responsibilities of this role include: 1) career readiness curriculum development and classroom instruction, 2) career and/or college coaching, and 3) career/college pathway success. This a fantastic opportunity for someone with experience working with opportunity youth and/or workforce development experience.

### **CAREER READINESS CURRICULUM CREATION / CLASSROOM INSTRUCTION**

- Work in collaboration with the Case Management & Counseling, Academics and Construction teams to curate, design, and deliver quality life skills and job readiness classes to students (e.g. Workplace Professionalism, Team Building Activities, Retail Industry Fundamentals (RIF), Personal Finance, and more)
- Develop exciting opportunities for students to visit worksites, college tours, alumni guest speaker panels, job shadowing and internships for students
- Prepare and administer credentialing tests to students
- Maintain working awareness of local employment trends and labor market information (LMI) along with advising the Assistant Director on curriculum efficacy, innovations, and evolving curricular needs

### **CAREER AND/OR COLLEGE COACHING**

- Support students through resume building, job searches, creating cover letters, online job-board profile creation, FAFSA/college preparation, mock interviews, and more
- Provide 1:1 proactive post-placement follow-up support services to all graduates for up to one year after successful completion of their coursework
- Coordinate individual career planning efforts with youth to address employment challenges, transitions, barriers, and resilience factors that can lead to ongoing employment success

- Track and monitor student job and post-secondary educational readiness, and placement outcomes to fulfill all funder documentation obligations and to ensure students are on track to achieve their goals
- Work in collaboration with the Assistant Director to measure and assess impact and make informed programmatic decisions that can lead to positive outcomes for students

### **CAREER/COLLEGE PATHWAY SUCCESS**

- Develop and maintain relationships with worksite supervisors to support students' employment placements and career development
- Monitor youth job performance, attend site visits and conduct employer/student progress checks
- Work with the Assistant Director to identify new employer partners, job fairs, youth employment initiatives, and job seeker resources through regional workforce development boards
- Identify career-related job placements and assist team in supporting students to secure placements in college or training programs that can further enhance relevant job skills and experience.
- Create and monitor job readiness assessment tools and develop an individualized action plan and timeline to achieve intended program goals and outcomes.

### **EDUCATION AND SKILLS:**

- Bachelor's degree and/or 3-5 years of related professional experience working with opportunity youth (ages 16-24) and/or workforce development
- Love, connection, sense of humor, and passion for working with young people and ability to build positive relationships with youth, colleagues, and partners
- Experience with workshop facilitation, teaching and lesson planning (in-person / remote)
- Equity-centered professional who is able to understand the systemic barriers that opportunity youth may face
- Ability to prioritize tasks, build systems, and maximize resources within and outside agency/program to achieve program outcomes
- Strong verbal and written communicator
- Awareness or direct experience with strengths-based, trauma-informed practices
- Driver's license, safe driving record, and willingness to transport students to interviews, field trips and other program activities in program vehicle preferred
- Familiarity with alternative education models
- Experience working with Google Suite, Microsoft Office, and Video Conferencing products
- Ability to work flexible hours outside of Monday-Friday 8:00 am - 4:00 pm schedule as needed
- Acceptable CORI/SORI

This is a 37.5-hour per week hybrid remote/in-the-office position and is entitled to full employee benefits including health, dental and retirement.

All employees and long-term consultants are required to be fully vaccinated and follow the organizations established protocols regarding COVID.

Starting salary \$45-55K. In addition to a competitive salary, Just A Start offers excellent benefits, including

medical, dental, PTO, VTO, 13 paid holidays and 401k with 3% employer contribution.

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. We value diversity and work together to create an inclusive culture where people from all backgrounds can thrive and belong. Applications from women and people of color are strongly encouraged. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, genetics or any other characteristic protected by law.

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