

Youth Workforce Program Coordinator- Full Time

Madison Park Development Corporation seeks a Youth Workforce Program Coordinator to support our Community Action Department, Soheil Turner Youth Leadership Institute's (STYLI), and Youth Employment Program.

Reports to: Community Action OEP Manager

Status: Full-time, exempt

Location: Roxbury, Massachusetts

Salary: \$50-54,000

Position Description: The Youth Workforce (YW) Program Coordinator is a member of MPDC's Community Action Department and will work on youth initiatives affiliated with the Soheil Turner Youth Leadership Institute (STYLI). The Youth Workforce Program Coordinator will report to MPDC's Youth Workforce Manager. The Youth Workforce Program Coordinator is primarily responsible for supporting MPDC's Youth Employment Programs, as well as, working closely with the youth workforce team during the Summer Youth Employment Program (SYEP). He/She may also be responsible for leading MPDC's first mentoring program– Youth Empowerment & Advancement Mentoring (YEAM). He/She will also work closely with academic partners to provide tutoring and academic support to participants, as well as, monitor the development of youth during their career internship placement.

Essential Duties and Responsibilities:

- Recruit, screen, interview and enroll youth for all YW youth development programs
- Facilitate and organize workshops weekly for youth leaders in AYEP, OYEP and YEAM
- Deliver job readiness training
- Develop and deliver life skills curriculum for all programs
- Assist in planning career internships and internship placement
- Maintain Communication between the youth, career internship site supervisors, and parents
- Perform routine site visits to our career internship sites
- Report program/workshop results to Youth Workforce Manger
- Perform general office duties, such as maintaining youth folders, managing database systems, filling, and record youth leaders work hours
- Complete bi-weekly evaluations and timesheets for youth as needed
- Engage youth in civic engagement activities (Youth Job Coalition, RoxVote, Mass Vote, etc.)
- Support youth with college exploration and applying for college
- Coordinate and organize events
- Provide youth case counseling support & referrals to social services as needed
- Track & record youth academic grades, attendance, and work performance
- Staff the YW team during the summer to ensure successful operations of SYEP

- Ability to work at least one evening a week and some weekends
- Experience working in a fast paced environment
- Perform research and development of job specific projects

Qualifications:

- Commitment to youth development in low-income communities of color
- Demonstrated problem-solving ability, accuracy, and attention to detail.
- Superior technical skills including proficiency with Microsoft Office and knowledge of database, query and analysis tools
- Excellent communication, teamwork and customer service skills
- Ability to complete all assigned duties in a timely fashion

Education/Experience:

- Associate's or Bachelor's Degree preferred OR at least 3 years' experience working with inner-city and low income youth communities
- Experience working with court involved and disengaged youth
- May provide youth counseling and support
- Ability to relate to challenges and issues youth face day-to-day
- Good listening, written and oral communications skills
- Able to establish CBO career internship partnerships and collaborating with social service agencies.
- Experience with City of Boston Youth Engagement & Employment onboarding process a plus
- Spanish and English proficiency a plus.
- Able to work flexible hours with the understanding that some weekend and night work is required

Computer/IT Skills:

- Proficient in Microsoft Office365, including Outlook, Excel, Word, and PowerPoint.
- Proficient in initiating, monitoring online meeting platforms such as TEAMS, Zoom, Skype, etc.
- Experience with creating and developing flyers for outreach
- Experience with using social media outlets: twitter, Facebook, Instagram
- Computer-based graphic arts design skills a big plus.
- Capture participant progress in Salesforce database system

Benefits:

We offer competitive compensation and an extensive benefits package.