



Youth Employment Specialist

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.

We are seeking a business-minded educator who is committed to social justice and eager to coach young people to succeed in the modern workplace. You will guide YouthBuild students as they explore various career pathways, identify relevant training and post-secondary education requirements, and co-create SMART goals to track progress. The right candidate will be energized by the opportunity to design and facilitate hands-on classes, help students design organizational/productivity systems, and share personal finance best practices. Additionally, you will manage the “Retail/Customer Service” career training track, coordinate job shadow and internship opportunities, organize mock interviews, and collaborate with our Academic, Construction, and Counseling Services team. This is a fantastic opportunity for someone with experience working with opportunity youth and/or navigating workforce development systems.

Key Responsibilities

- 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]
- Support students through resume building, job searches, creating cover letters, one job-board profile creation, FAFSA/college preparation, mock interviews, and more
- Develop and maintain relationships with worksite supervisors to support students’ employment placements and career development

Qualifications:

- 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 can 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

Requirements:

- 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

Work Requirements:

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 organization's established protocols regarding COVID.

Salary and Benefits:

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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