



Summer Youth Employment Program Assistant
(Temporary position: May 1st – August 18th 2017 30 hours per week)

Madison Park Development Corporation seeks a Summer Youth Employment Program (SYEP) Assistant to support our Community Action Department, Soheil Turner Youth Leadership Institute's SYEP.

About us

Since our founding in 1966, MPDC has been a catalyst for the physical redevelopment of Roxbury. We have developed over 1400 units of affordable rental and homeownership housing and 83,000 square feet of commercial space. MPDC is a dynamic nonprofit organization that currently owns and operates numerous properties that provide over 1,300 residential rental units and 66,000 square feet of commercial space. MPDC has additional residential and commercial projects in development and/or construction. The organization is financially strong and a successful nonprofit with a history of strong partnerships with both nonprofit and for profit multi-family developers. Some of MPDC's staff focus on arts and cultural programming for the Roxbury neighborhood and surrounding region using our historic two-story grand ballroom at Hibernian Hall, and on community programming in the areas of youth work force and leadership development, health equity and community wellness, public safety, grassroots resident leadership development, and civic engagement.

The Position

The Summer Youth Employment Program Assistant will be responsible for overall daily procedures of MPDC's summer workforce program. The person(s) will be an assistant staff and support job readiness training and professional development workshops. S/he will be a member of the Community Action Department, and will report to the Youth Workforce Manager and/or Youth Workforce Program Coordinator.

Essential Duties and Responsibilities:

- Assist in career internship planning and placement assignment
- Maintain communication between youth workers and career internship site supervisors and report challenges and opportunities to Youth Workforce Manager
- Perform routine site visits to career internship sites
- Perform general office duties, such as maintaining youth folders, manage data base systems, filling, and record youth leaders work hours
- Complete bi-weekly evaluations and timesheets for SYEP youth
- Required to travel to job sites weekly

Qualifications:

- Commitment to youth development in low-income communities of color and ability to relate to issues youth face day-to-day
- Demonstrate problem-solving ability, accuracy, and attention to detail.
- Superior technical skills including proficiency with Microsoft Office and data input query and analysis
- Able to work flexible hours with the understanding that some weekends and nights may be required
- Excellent or Strong verbal and written communication, teamwork and customer service skills

Education/Experience:

- High School Diploma or currently enrolled in post-secondary education
- Spanish and English proficiency a plus.

Computer/IT Skills:

- Proficient in Microsoft Outlook, Excel, Word, and PowerPoint.
- Experience with using a broad range of social media outlets: twitter, Facebook, Instagram

Hourly Pay rate \$13 per hr.

Please submit your resume to edavis@madison-park.org

Deadline for Application: April 28th, 2017