



Youth Workforce Program Coordinator

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

The Position Description

The Youth Workforce Program Coordinator will be a member of the Community Action Department and will work with youth initiatives affiliated with the Soheil Turner Youth Leadership Institute (STYLI). The Youth Workforce Coordinator will report to the Youth Workforce Manager. S/he is responsible for supporting the academic progression of youth in the Opportunity Employment Program (OEP). S/he is also responsible for the oversight of MPDC's Boston Public Health Commission (BPHC), Safe & Successful Youth Initiative (SSYI), which serves youth who are referred to MPDC for programming and case management. S/he will work with the youth workforce team during the summer to ensure the successful integration of youth from OEP and SSYI into the Summer Youth Employment Program (SYEP). The Youth Workforce Coordinator will deliver onsite trainings at BPS, alternative schools and ensure a seamless transition for youth from BPS into MPDC's youth programs and work closely with academic partners to provide tutoring and academic support to participants. S/he will maintain and manage STYLI's relationships with post-secondary institutions providing HiSET training.

Essential Duties and Responsibilities:

- Recruit, screen, and enroll youth for OEP, SYEP, YEAM
- Support the intake, enrollment, and case management of SSYI referrals
- Establish partnerships to support referrals to OEP
- Deliver job readiness training
- Develop and adjust life skills curriculum for specific youth population
- Facilitate and organize workshops weekly for youth leaders
- Assist in planning and placement decision for participants
- Maintain Communication between youth and career internship site supervisors
- Perform routine site visits to career internship sites
- Report to Youth Workforce Manger the outcome and success rate of OEP participants
- Perform general office duties, such as maintaining youth folders, management data base systems, filling, and record youth leaders work hours
- Complete bi-weekly evaluations and timesheets for OEP youth
- Connect youth to MPDC's mentoring program
- Serve as a case manager to opportunity youth
- Engage organizations working towards reconnecting youth school
- Support Summer Youth Employment Program
- Coordinate and organize events for OEP
- Weekly document and track all relevant information on participants in Salesforce database

Qualifications:

- Ability to interact with the local court and criminal justice system
- 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

Education/Experience:

- Associate's Degree preferred OR at least 3 years' experience working with disconnected youth
- Ability to provide individual case counseling and support
- Ability to relate to challenge 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.
- 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 Outlook, Excel, Word, and PowerPoint.
- Create and develop flyers for outreach
- Experience with using social media outlets: twitter, Facebook, Instagram
- Computer-based graphic arts design skills a plus.
- Capture participant progress in Salesforce database system

Benefits:

We offer competitive compensation and an extensive benefits package.

About Us:

Founded in 1966, Madison Park Development Corporation's mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. Our multifaceted approach to community building is realized through three departments: 1) real estate development, which produces and preserves affordable housing for low income families; 2) community action, which builds community cohesion through health and wellness initiatives, violence prevention, civic engagement and resident leadership; and, 3) Hibernian Hall, our arts and culture department, which nurtures the arts in Roxbury by presenting high quality theater, dance, music, film and spoken word.

Please submit a cover letter and your resume with salary requirements to zoliver@madison-park.org. Fax #617-541-4900. Visit our website at www.madison-park.org for more information.