

Opportunity Employment Program (OEP) Coordinator

Position Summary: Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 30 employees working throughout various departments. Full time positions include a generous employee benefit package

Reports to: OEP Manager

Status: Full-time, exempt

Location: Roxbury, Massachusetts

Salary: \$50-54,000

Position Description:

Due to COVID, many of the duties listed have been modified for compliance with health and safety protocols.

The OEP Coordinator is a member of MPDC's Community Action Department and will support implementation of youth initiatives affiliated with the Soheil Turner Youth Leadership Institute (STYLI), with a focus on the Opportunity Employment Program (OEP) that serves out-of-school "opportunity youth" through in-house high school equivalency classes, work readiness training, subsidized employment and ongoing case management. The OEP Coordinator will be an integral part of supporting OEP's expansion as part of a new gun violence prevention initiative under the Massachusetts Department of Public Health.

Essential Duties and Responsibilities:

Recruitment and Referral Management Support

- Assist OEP Manager throughout recruitment, screening, and enrollment process for all youth affiliated with the Opportunity Employment Program
- Coordinate with other local employment and academic resources to ensure youth who do not qualify for OEP are referred to other providers in a timely manner
- Support broad program marketing and communications efforts

HiSET Classes

- Manage weekly HiSET class schedule and provided as needed support to academic instructors and OEP Manager
- Assist OEP Manager in identifying partners and connecting youth participants with targeted, academic support resources when necessary
- Maintain accurate, up-to-date attendance, conduct and academic records

Workforce Development

- Support and assist with delivery of job readiness and life skills workshops
- Assist in work readiness assessment and subsidized employment placement processes
- Perform routine site visits to career internship sites at which OEP participants are placed
- Proactively identify both individualized and group civic engagement and personal development opportunities
- Support youth with permanent employment and/or post-secondary training exploration and application/placement processes

Participant Data and Administrative

- Ensure timely and diligent data collection and outcomes reporting to OEP Manager
- Perform general office duties, such as maintaining youth folders, managing database systems, filing, and record youth leaders work hours
- Ensure timely completion of timesheets and fidelity to internal invoicing procedures
- Assist with coordination and organization of program-affiliated events
- Coordinate with OEP Manager and full-time clinician to ensure timely and diligent implementation of case management plan

The OEP Coordinator will also support MPDC's After School Youth Employment Program (AYEP) and Summer Youth Employment Program (SYEP), as needed. Responsibilities may include supporting recruitment, application reviews, interviewing and enrollment processes for both AYEY and SYEP; conducting internship site visits; supporting major youth-related events; and facilitating workshops.

Education/Qualifications:

- Associate's or Bachelor's Degree preferred OR at least 3 years' experience working with youth of color and low income youth communities
- Commitment to youth development in low-income communities of color and high level of cultural competency
- Experience working with court-involved and out-of-school youth and familiarity with alternative secondary education pathways
- Familiarity with local gun violence issues and policies highly preferred
- Basic knowledge of trauma and trauma-informed practices a plus
- Spanish and English proficiency a plus.
- Demonstrated problem-solving ability, accuracy, and attention to detail.
- Superior technical skills including proficiency with Microsoft Office and knowledge of database; experience with Salesforce a plus
- Excellent listening, written and verbal communication skills
- Ability to work occasional evenings and weekends