

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 After School Youth Employment Program (AYEP).

Position Description: The Youth Workforce 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 After School Youth Employment Program (AYEP), as well as, working closely with the youth workforce team during the Summer Youth Employment Program (SYEP). He/She will also be responsible for leading MPDC's, My Brother's Keeper (MBK) mentoring initiative – 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, and enroll youth for AYE, SYEP, YEAM
- Facilitate and organize workshops weekly for youth leaders in AYE and YEAM
- Deliver job readiness training
- Develop and deliver life skills curriculum for AYE & YEAM
- 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 back to Youth Workforce Manger the outcome and success rate of AYE youth
- Perform general office duties, such as maintaining youth folders, managing data base systems, filling, and record youth leaders work hours
- Complete bi-weekly evaluations and timesheets for AYE youth
- Recruit and connect youth to in-house mentorship program
- Engage youth in civic engagement activities (Youth Job Coalition, RoxVote, Mass Vote, etc.)
- Form a youth council
- Support youth with college exploration and applying for college
- Coordinate and organize events for AYE
- Provide youth case counseling support & referrals to social services as needed
- Track & record youth academic grades, attendance, and work performance
- Work closely with the YW team during the summer to ensure a successful SYEP

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 disconnected youth Ability to provide individual case 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.
- 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, 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 your resume with salary requirements [to zoliver@madison-park.org](mailto:zoliver@madison-park.org). Fax #617-541-4900.

Visit our website at www.madison-park.org for more information about MPDC

