

Youth Workforce Manager- Full-time

Madison Park Development Corporation (MPDC) seeks a Youth Workforce Manager to support our Community Action Department and the Soheil Turner Youth Leadership Institute's youth leadership/workforce programs. MPDC provides high quality youth employment and leadership development and mentoring to approximately 100 young people who live in and around Roxbury. We are committed to the integration of youth-serving programming into all that we do through a Community Action department that employs 8 full-time and 2 part-time staff.

Soheil Turner Youth Leadership Institute (STYLI) provides youth leadership/workforce programs. The four programs detailed below. Through the STYLI programs, MPDC provides academic support, leadership, job training, college and career exploration, and mentoring for teens and young adults.

Summer Youth Employment Program (SYEP) provides 14-24 year old in-school and out-of-school youth with a structured, experiential opportunity to develop workplace skills, explore post-secondary pathways, and foster leadership abilities, all within the context of meaningful, paid internships. Sixty-five youth in total spend 21-hours per week for 7 weeks during the summer at community internship sites, gaining valuable, hands on work experience, in addition to 4-hours per week in work readiness and leadership workshops.

After School Youth Employment Program (AYEP) serves 15 young people, many of whom were past SYEP participants, during the school year. In-school youth between the ages of 14 and 19 spend 8-hours per week at internship placements, often a continuation of their summer internship placement site. An additional 2-hours per week are spent in structured academic support as well as college and career readiness workshops that are differentiated by grade level, including project-based exploration of postsecondary pathways, including college visits, PSAT/SAT preparation and financial aid counseling.

Opportunity Employment Program (OEP) emerged in response to the unique educational and employment needs of Roxbury's opportunity youth population, a term which refers to 16-24 year old young people who are out of work, out of school/training, and often court-involved. OEP includes education advancement through HiSET classes or enrollment in an alternative school when appropriate, weekly workforce readiness workshops, and paid job training at community career internship sites.

Youth Empowerment and Advancement Mentoring (YEAM) which was designed to formalize existing STYLI mentoring structures and expand the number of young men receiving mentorship. MPDC was fortunate to receive a FY2016 City of Boston My Brother's Keeper mini-grant to pilot this initiative as part of the After School Youth Employment (AYEP) and Opportunity Employment (OEP) Programs and intends to expand this initiative in 2018.

Position Description: The Youth Workforce Manager is responsible for supporting the staff and youth in MPDC's Youth Workforce and Mentoring Programs. The Youth Workforce Manager will ensure participants have access to meaningful internship/job placement opportunities and establish strong community based partnerships. S/he will be a member of the Community Action Department, and will ensure the youth leadership/workforce program deliverables are being met,

which includes classroom training and academic progression, strong internship partners and successful placements, & program data and outcome tracking. MPDC's Youth Workforce Manager reports to Abridg Forrester, the Director of Community Action.

Essential Duties and Responsibilities:

- Oversee and manage all aspects of MPDC's Youth Workforce mentoring and leadership programs.
- Supervise youth workforce staff of 2 full-time coordinators and 2-3 part-time summer staff
- Establish and nurture relationships with 25-30 community organizations and local businesses internship sites
- Plan and deliver job readiness workshops and provide youth academic support
- Coordinate with Boston Public Schools to develop community work-based learning opportunities
- Coordinate teaching of daily life skills such as conflict resolution, team building, and financial literacy
- Develop and manage education curriculum to enhance program and respond to feedback
- Work with youth to examine/identify postsecondary training and education options
- Link students and teachers to postsecondary special support coordinators. Coordinate college & university events to expose participants to post-secondary opportunities
- Engage schools connected to the participating youth to track academic achievements and other educational and emotional needs
- Manage MPDC scholarship programs which provides scholarships to youth and young adults enrolled in college and technical/vocational training
- Connect/engage parents and guardians of participants
- Ensure compliance with city and state contracts, such as BCYF fund
- Work with finance department to oversee youth payroll processing
- Manage youth workforce grants and support fundraising
- Manage Salesforce data collection system

Qualifications/Experience:

- A Bachelor's degree in a related area OR equivalent combination of education and/or experience.
- Between 2-5 years of professional experience teaching and/or mentoring youth in a community based setting
- Experience with curriculum design, curriculum development, assessment and evaluation, required
- Proficiency in communicating with youth and young adults ages 13-24 from a variety of socio-economic and ethnic backgrounds

- Energy and enthusiasm for youth development in low-income communities of color
 - Experience supervising staff, conducting performance evaluations and supporting professional development
 - Excellent written and verbal communication, teamwork and customer service skills.
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- Demonstrated problem-solving ability, accuracy, and attention to detail.
 - Ability to complete all assigned duties in a timely fashion

Computer/IT Skills:

- Superior technical skills including proficiency with Microsoft Office and knowledge of database, query and analysis tools.
- Experience using social media outlets: twitter, Facebook, Instagram
- Computer-based graphic arts design skills a plus.
- Experience using Salesforce or similar database system to track participant outcomes

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.