

MPDC Job Description

Job Title: Opportunity Employment Program Manager (OEP Manager)	Department: Community Action
Position Status: Full Time (Exempt)	Pay Rate/Salary: \$70,000 – 85,000
Reports to: Assistant Director of Community Action	Estimated Start Date:

About MPDC: Madison Park Development Corporation (MPDC) is a 60-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. 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. Full time positions include a generous employee benefit package

Position Description: The Opportunity Employment Program Manager (OEP Manager) provides strategic leadership and day-to-day ownership of the Opportunity Employment Program (OEP), a workforce development initiative serving young people ages 16–24 who are not in school, unemployed, and often court-involved. The OEP Manager leads the program’s full workforce development cycle and serves as the primary face of the program to participants, employers, community partners, and other external stakeholders.

The OEP Manager will be a member of MPDC’s Community Action Department, reporting to the Assistant Director of Community Action, and will work closely with other Youth Development and Community Support staff, including a Clinical Case Manager, to ensure program activities and outcomes are met.

Responsibilities:

Program Leadership and Team Management

- Own end-to-end leadership of OEP program operations, including planning, staffing, and execution across the full workforce development cycle (recruitment, intake, training, job placement, and follow-up).
- Directly supervise and develop the Program Coordinator, the Northeastern University Co-op, and Workforce Development Pathways Facilitators, including setting goals, assigning work, providing coaching, and conducting performance evaluations.
- Serve as the primary face of the program — representing OEP to participants, families, employers, community partners, funders, and other external stakeholders.
- Translate MPDC’s annual work plan and strategic plan into actionable OEP priorities, and lead new initiatives and program enhancements that advance those goals.
- Build internal team capacity by fostering a collaborative, accountable, and youth-centered culture across program staff.
- Ensure a safe, respectful, and supportive environment for youth participants and staff, monitoring program spaces and practices and addressing concerns promptly.

Recruitment, Intake, and Assessment

- Direct recruitment and referral management efforts, ensuring timely follow-up and completion of all required documentation.
- Oversee the intake and multi-domain assessment process, including record keeping, data management, and the creation of individualized follow-up plans.
- Continuously identify and cultivate new local resources and partnership opportunities to address participants' diverse assessment needs.

Workforce Development and Education

- Lead the design, implementation, and continuous improvement of career pathway training and employment partnership programs.
- Direct HiSET programming and instruction, including scheduling and communicating weekly program activities among participants and instructors.
- Provide ongoing oversight of HiSET instructors, including monthly check-ins to review instructional quality, participant progress, and program needs.
- Set and communicate attendance, behavior, and discipline policies to youth and staff, and ensure consistent application.
- Oversee workshops and connect participants with skill-building and workforce readiness resources.
- Manage communication and coordination with youth, employment placement sites, and other MPDC Community Action staff.
- Support participants' transition to employment, including identifying job opportunities and guiding applications and interview preparation.
- Ensure quarterly academic assessments are completed and results are accurately recorded.
- Develop and maintain workforce and education partnerships with internal and external stakeholders to strengthen programming and services.

Community Partnerships

- Build, grow, and steward a strong network of community-based organizations, employers, and education partners that support participant outcomes.
- Represent OEP at community events, partner meetings, and external forums to raise the program's visibility and expand its reach.
- Negotiate and formalize new partnership agreements that align with program goals and MPDC's strategic plan.

Data, Reporting, and Outcomes

- Own timely, accurate, and complete data entry into Salesforce, ensuring records fully and consistently reflect the services provided to participants.
- Establish and enforce data quality standards and reporting timelines across program staff.
- Partner with the Director of Community Action and the Director of Resource Development to ensure organized, diligent outcomes reporting.
- Conduct regular data reviews to monitor progress, identify trends, and determine individualized supports needed for participant program completion.
- Prepare program performance updates and reports for leadership, funders, and partners as needed.

Community Action

- Participate in Community Action, MPDC, and other team and staff meetings and events, as necessary.

Required Knowledge, Skills, and Experience:

Education: Bachelor's degree in a related field, or equivalent combination of education and experience.

Years of Experience: At least 3–6 years of professional experience working with or mentoring opportunity youth in a community-based setting, including demonstrated program leadership or management responsibility.

Skills:

- Demonstrated experience supervising staff, including assigning work, coaching, and conducting performance evaluations.
- Experience with curriculum design and development, assessment, and evaluation required; proficiency communicating with youth and young adults ages 16–24 from a variety of socio-economic and ethnic backgrounds.
- Demonstrated success building and maintaining community and employer partnerships.
- Energy and enthusiasm for youth development in low-income communities of color.
- Excellent written and verbal communication, teamwork, and customer service skills, with demonstrated problem-solving ability, accuracy, and attention to detail.
- Ability to manage multiple priorities and complete all assigned duties in a timely fashion.
- Ability to work some evenings and weekends.

Preferred Knowledge, Skills, and Experience:

- Superior technical skills, including proficiency with Microsoft Office and knowledge of database, query, and analysis tools; experience using Salesforce or a similar database system to track participant outcomes and program reporting strongly preferred.
- Bilingual a plus.

*Must be able to pass a CORI, reference, educational and professional licensure check.