



METRO NORTH WORKFORCE BOARD

186 Alewife Brook Parkway, #216
Cambridge, MA 02138
617.864.1500

Job Title: Youth Programs Specialist

Basic Function:

Reporting to the Director of Youth Programs, the Youth Programs Specialist works as an active and integral member of the MassHire Metro North Workforce Board youth department. The Youth Programs Specialist provides case management, career awareness, and employment services to youth and young adults (14-24) in the Metro North region; database entry and management across multiple platforms for a variety of grants; employer outreach for youth programs, including internship and competitive job placement; develops partnerships with Metro North Region nonprofits, schools, and other organizations as needed to promote workforce initiatives for youth.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Assist in coordination of YouthWorks programming throughout the Metro North Region, including coordination of Metro North YouthWorks partner meetings
- Assist Director of Youth Programs with grant writing and development
- Work with youth, both individually and in groups, to develop job preparation skills, such as labor market research, resume writing, and interviewing skills.
- Develop partnerships with employers to secure internship and employment opportunities for youth.
- Facilitate workshops to various audiences including schools, vendors, and youth groups. Topics may include work readiness, leadership, life skills, and other career-related skills.
- Conduct intake and assessment interviews with referred youth. Maintain ongoing contact with program participants and monitor progress toward completion of program requirements, providing individualized support as needed, including resource and referrals.
- Maintain timely and accurate records, case files and database entries.
- Assist schools and/or educational partners in the identification of employer sites for student internships, student job shadows, and teacher externships.
- Assist the Youth Programs Manager in preparing quarterly reports.
- Attend all meetings and trainings deemed necessary by the Director of Youth Programs.
- Organize conferences, workshops, and events, in collaboration with school and community partners.
- The ability to travel, mostly within state.

Desired Qualifications

Language: Bilingual English and Spanish/Portuguese Required

Education/Experience: Combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. Experience in workforce development, partnership building, and working with diverse youth populations a plus.



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Skills/Qualities: Organized, creative, capable of handling multiple projects/tasks at once. Excellent team player and passion for working with youth. Excellent communication skills, written and oral, within the organization and with regional partners.

Salary and benefits: Starting salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

To Apply: Send resume and cover letter outlining your experience and interest to hr@MassHireMetroNorth.org.

No telephone calls please. Open until filled.

MassHire Metro North Workforce Board is an Equal Opportunity Employer