



# METRO NORTH WORKFORCE BOARD

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

**JOB POSTING**  
**Youth Programs Specialist**  
8.18.2020

**WHO WE ARE:**

The MassHire Metro North Workforce Board (MNWB) is a 501(c)(3) nonprofit organization whose mission is to enable area residents to gain the skills to maximize their economic self-sufficiency and provide employers with the workforce they need to effectively compete in the changing world economy. The MNWB is one of 16 local Workforce Development Boards established in Massachusetts covering 20 cities and towns north of Boston. The functions of MNWB include the following:

- Addressing business' workforce needs through strategic partnership building
- Coordinating local workforce activities with economic development strategies
- Developing industry-specific consortia focusing on strategic planning and implementation
- Establishing workforce development policy for the region
- Chartering career center operators and overseeing career centers
- Matching the needs of business for skilled employees with training opportunities in the area
- Assessing the effectiveness of the local workforce system
- Administering federal Workforce Innovation and Opportunity Act (WIOA) funds for the region
- Manage and implement youth programs including WIOA Youth, Connecting Activities, and YouthWorks

For more information, please visit <https://masshiremetronorth.org/>.

**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:**

- Work with a caseload of school partners and nonprofit program providers to provide direct services to youth and administrative support to subrecipient partners.
- 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.
-



# METRO NORTH WORKFORCE BOARD

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

- 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 (as COVID restrictions allow. Currently, we are fully remote).

## **DESIRED SKILLS/KNOWLEDGE/ABILITIES/COMPETENCIES:**

- Excellent organizational skills.
- Creative, problem-solving thinker.
- Ability to handle multiple projects/tasks simultaneously.
- Ability to work both independently as well as a member of a team.
- Excellent written and oral communication skills.
- Ability to provide culturally competent, trauma-informed services to diverse youth.
- Ability to develop new partnerships and strengthen existing ones.
- Highly preferred language skills: English and Spanish, Portuguese, or Haitian Creole.

## **EDUCATION/EXPERIENCE:**

Any combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities.

## **SALARY AND BENEFITS:**

Starting salary \$45,000-\$50,000 per year. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) retirement plan with up to 5% company match, holiday, sick and vacation time, parental leave, tuition reimbursement, and flexible work arrangements.

## **TO APPLY:**

Send resume and cover letter outlining your experience and interest to [hr@MassHireMetroNorth.org](mailto:hr@MassHireMetroNorth.org).  
No telephone calls please. Open until filled.

----

*The MassHire Metro North Workforce Board values equity, justice, and opportunity and is proud to be an equal opportunity employer. As an organization which serves many communities of job seekers and employers, we are a diverse and inclusive workplace committed to reflecting these communities. We encourage culturally competent, qualified candidates of diverse backgrounds to apply.*