**Commonwealth Corporation | Youth Pathways Division**

**Title:** **Program Coordinator – DYS Initiative**

**Reports To:** Director, DYS Initiative

**Classification:** Grade 2, Paraprofessional

**Location:** Either: Boston Office, 2 Oliver Street, Boston, MA 02109

 Hadley Office, 4 Bay Road, Ste. 100, Bldg. A, Hadley, MA 01035

**Shift:** Day

**Schedule:** Full-time, 40 hours per week

**Salary:** $39,000 - $44,000, commensurate with experience

**Application Deadline:** Open until filled

**How to Apply:** Please submit cover letter and resume to

 HrApplicant@commcorp.org

**Overview of the Comprehensive Education Partnership (CEP)**: In partnership with the Massachusetts Department of Youth Services (DYS) and the Collaborative for Educational Services, Commonwealth Corporation (CommCorp) manages and delivers education and workforce services for youth involved in the state’s juvenile justice system. The goal of this partnership is to provide DYS clients with access and opportunity to a continuum of options and opportunities in residential and community settings that include: high-quality education and training, vocational and employability programming, mentoring, and other services that support all students in becoming more ready for college and career. CommCorp’s Youth Pathway’s division is committed to developing partnerships and implementing programming that reflects a positive youth development approach and furthers the value of social justice and equity.

**Position Description – Key Responsibilities**: The primary responsibility of the Program Coordinator is to collaborate with various CommCorp program managers to support implementation of their related workforce development programs. The responsibilities related to this position may shift throughout the year as each unique program’s priorities change. Technical assistance, program coordination and overall administrative support will be leveraged through this position to maximize youth outcomes across various programs and projects with a primary focus on arts programming including events coordination for the annual Youth Showcase, social enterprise, as well as supporting the Bridging the Opportunity Gap (BOG) employability initiative.

1. **Provide coordination and administrative support for the “Exclusive Tees” social enterprise program.**
	1. Collaborate with the Social Enterprise Program Manager on marketing materials and events and support for processes that improve our day to day operations such as shipping and delivery systems, social media outreach, etc.
	2. Provide administrative support for the development of additional social enterprise programs across the state at the guidance of the program manager. This may include research, customer service and inventory control as well as attendance/coordination at shop days in various social enterprise sites.
2. **Provide support and/or technical assistance for the Bridging the Opportunity Gap (BOG) Initiative**
3. Through site visits and phone interactions, provide technical assistance to the BOG grantees
4. In collaboration with the BOG program manager, support the planning and implementation of convenings of BOG grantees including webinars.
5. Work with BOG Program Manager to develop written reports detailing technical assistance concerns and respond with to email inquiries and concerns to seek solutions that benefit all stakeholders.
6. Identify emerging regional and local needs and support program implementation that meets those needs in collaboration with the BOG program manager.
7. **Arts Special Projects Coordination**
	1. Data management – receiving art and receiving consent forms; managing a statewide tracking system for consent forms, art, contact info related to youth artwork.
	2. Coordinate with the framer to size, mat, and frame 250-400 pieces of youth 2D artwork to be displayed in professional setting for large-scale DYS community and public event attendees at the Showcase and other events.
	3. Assist with “curating” art showing for Showcase and other youth opportunities including creating artist statements, event brochures and materials.
	4. Develop lists of required materials; order all materials for visual art in the Showcase (frames, matting, etc.), and manage process for accurate preparation of every piece of youth visual art
	5. Complete design and printing of invitations and Showcase materials
	6. Provide post-Showcase support including processing art sales and checks; putting together deliveries of artwork back to youth and DYS staff.
8. **Ability to manage other program duties as required, including:**
9. Work with leadership from DYS, The Collaborative for Educational Services and the CommCorp DYS Team to coordinate logistics and stakeholder engagement at events and trainings such as the Annual Youth Showcase, professional development trainings.
10. Help to produce promotional materials and other communication materials.
11. Represent Commonwealth Corporation at meetings and program events across the state.
12. Review youth invoices and facilitate payment of youth stipends related to youth development work.
13. All other duties as identified by the Director as needed.

**Knowledge, Skills and Abilities**

* + Strong knowledge of research, best practices and public policy related to positive youth development, culturally responsive practice, community-based programming for youth placed at risk, and/or juvenile justice reentry programming and practices.
	+ Excellent writing, research, organizational, communication and facilitation skills.
	+ Ability to effectively manage multiple project activities and to structure and implement own work both independently and as part of a busy team. Have a keen awareness of when to ask for help and when to take initiative.
	+ Ability to think creatively and utilize problem solving skills.
	+ Ability to function in a statewide project that requires frequent travel, as well as a valid US driver’s license and access to a car.
	+ Openness to constructive feedback and a commitment to personal development and continuous improvement.
	+ Commitment to equity and diversity.
	+ Ability to communicate and work effectively with a diverse group of individuals.
	+ Flexibility in work style to adapt to new projects, and meet changing demands on a regular basis.

## Education: A Bachelor’s degree in education, public policy, business or related field is required.

## Minimum Qualifications

Prior experience working with or for youth placed at-risk is required.

Excellent communication and writing skills including proficiency in standard office computer applications are required.

A valid Massachusetts driver’s license and car are required.

This position will be located in either our Boston or Hadley office, and will include travelling and working in various locations across the state. Must be willing to work in DYS facilities and settings. The final candidate will be required to submit to a comprehensive background check, and complete Basic Training coursework administered and facilitated by DYS.

Commonwealth Corporation is an Equal Opportunity Employer.