

**Commonwealth Corporation  
Youth Pathways**

<b>Position Title:</b>	Career Readiness Outreach & Engagement Manager
<b>Reports to:</b>	Director of Youth Employment, Curriculum & Training
<b>Classification:</b>	Level 3 Professional
<b>Salary Range</b>	\$54,000-\$62,000

**Who we are:** Commonwealth Corporation is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education and workforce organizations. Our primary goals are:

- to build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment and;
- to upgrade the skills of underemployed workers to meet specific employer skill demands leading to job retention, upgrades and wage gains, and;
- to increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

Commonwealth Corporation works with hundreds of Massachusetts companies, thousands of new and experienced workers, and thousands of youth and young adults each year.

Among other activities, we:

- Administer the Workforce Training Fund, a trust that awards \$20 million in grants to companies annually;
- Administer YouthWorks, Massachusetts' subsidized youth employment program;
- Serves as the lead entity in a partnership that delivers education, career development, and employability services to youth who are in the custody of the Commonwealth's juvenile justice agency;
- Implement, expand usage of and sell Signal Success, our soft skills and employability curriculum;
- Operate Governor Charlie Baker's Commission on Digital Innovation and Lifelong Learning, a new, high profile effort to extend education and training to many more people in Massachusetts.

**Position Description**

**Key Responsibilities**

Reporting to the Director of Youth Employment, Curriculum and Training, the Career Readiness Outreach & Engagement Manager supports outreach, partnership coordination and implementation of Signal Success ([www.signalsuccess.org](http://www.signalsuccess.org)), a comprehensive work-readiness/ career development curriculum, as well as program-related technical assistance to statewide networks of program partners and individual organizational partnerships. These partners include employers, public school teachers and counselors, workforce development managers and practitioners, and youth workers involved in

youth employment programs. This position is ideal for an individual with strong communication and relationship management skills who has experience working with youth-serving organizations.

The key responsibilities of the **Career Readiness Outreach & Engagement Manager** are outlined below:

### **Outreach and Engagement**

1. Research conferences, events, organizations, and employers that have a focus on or interest in youth and young adult career development. Represent Signal Success and broader CommCorp initiatives in meetings, informational calls, webinars, conferences and networking events.
2. Organize and contribute to a thorough written communication/ engagement strategy that includes social media, newsletters, direct-email campaigns, program reports and informational product collateral.
3. Field inbound requests for information and nurture and develop new relationships with schools, community based organizations, state and local agencies, and employers.

### **Technical Assistance and Project Management**

4. Support program implementation by project managing partnerships with a focus on ensuring deliverables meet the needs of partners and clients. Proactively communicate with partners on a regular basis.
5. Help deliver professional development and technical assistance in a variety of forms including assisting with the facilitation of in-person trainings and webinars.
6. Conduct site visits with Youth Works (<http://commcorp.org/programs/youthworks/>) and additional program partners to document program practices and identify areas that require additional assistance.
7. Additional projects as needed: these may include leading workshops and classes for youth; developing profiles of local programs and youth participants; managing large sets of content and data and tracking new partner leads.
8. Contribute to other Youth Pathway team projects or other organizational departments when needed.

### **Knowledge, Skills and Abilities**

- Prior experience working diverse populations of youth/young adults. Familiarity with youth development programming and interest in non-profit program management
- Knowledge of youth/young adult workforce development, career readiness, or employer recruitment and hiring
- Demonstrated effectiveness with oral presentations and facilitating meetings
- Excellent written and oral communication skills and commitment to developing collegial and professional relationships with various stakeholder groups
- Proficient in Microsoft Office and experience or willingness to learn desktop and web publishing software, specifically InDesign and WordPress
- Ability to effectively structure and implement own work
- Commitment to equity and diversity
- Ability to function in a statewide project that, at times, may require frequent travel within the state and occasional out of state travel.

**Minimum qualifications**

B.A. degree required. Minimum five years of professional experience with at least two years of experience work with adolescents/ young adults. Experience working with diverse populations, and/or with students from lower socioeconomic backgrounds preferred. Previous successful experience sales, client relations, or employer engagement is highly desirable. Candidates must have a valid driver's license and access to a car. The final candidate must willing to submit to and pass a comprehensive background check.

**Interested applicants must submit a cover letter and resume to:**

[HRApplicant@commcorp.org](mailto:HRApplicant@commcorp.org) or to Commonwealth Corporation, Human Resources Department, 2 Oliver Street, 5<sup>th</sup> Floor, Boston, MA 02109

Applications will be reviewed on a rolling submission basis throughout the duration of this posting.

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