

Commonwealth Corporation
Youth Pathways Division

Title: Program Coordinator – DYS Initiative
Reports To: Director, DYS Initiative
Classification: Professional, Grade 2
Location: Either: Boston Office, 2 Oliver Street, Boston, MA 02109
Hadley Office, 4 Bay Road, Ste. 100, Bldg. A, Hadley, MA 01035
Shift: Day
Status: Full-time
Salary: \$42,000-\$47,000
Application Deadline: July 27, 2018
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 employability initiative.

- 1. Provide coordination and administrative support for the “Exclusive Tees” social enterprise program (40%).**
 - a. 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.
 - b. 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 Initiative (50%)**
 - a. Through site visits and phone interactions, provide technical assistance to the BOG grantees
 - b. In collaboration with the BOG program manager, support the planning and implementation of convenings of BOG grantees including webinars.

- c. 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.
- d. Identify emerging regional and local needs and support program implementation that meets those needs in collaboration with the BOG program manager.

3. Develop and support individual youth voice opportunities (10%)

- a. Arrange all speaking engagements for the Youth Advisory Consultants (YAC) for events such as Basic Training, DYS meetings and events, CES PD, etc.
- b. Review youth invoices and facilitate payment of youth stipends related to youth development work.
- c. Collaborate with DYS and CommCorp's Arts Program Manager to coordinate all arts intensive opportunities for individual youth artists across the state including coordination with the youth's team and community artists.

4. Ability to manage other program duties as required, including:

- a. 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.
- b. Help to produce promotional materials and other communication materials.
- c. Represent Commonwealth Corporation at meetings and program events across the state.
- d. Review youth invoices and facilitate payment of youth stipends related to youth development work.
- e. 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. This is an entry-level management position that is an opportunity to demonstrate solid management and coordination skills within a statewide professional network, while developing new skills to advance their career.

Excellent communication and writing skills including proficiency in standard office computer applications 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 and have a valid Massachusetts driver's license and car are required.

The final candidate will be required to submit to a comprehensive background check, and complete Basic Training coursework administered and facilitated by DYS.

To Apply:

Interested applicants must submit a cover letter and resume to: HRApplicant@commcorp.org or to Commonwealth Corporation, Human Resources Department, 2 Oliver Street, 5th Floor, Boston, MA 02109

Commonwealth Corporation is an Equal Opportunity Employer.