

Commonwealth Corporation
Youth Pathways
2 Oliver Street, 5th Floor
Boston, MA 02109

Position Title:	Program Manager: Safe and Successful Youth Initiative, Youth Pathways
Reports to:	Associate Director of SSYI and Re-Entry Initiatives, Youth Pathways
Classification:	Level 3 - Professional
Salary Range (Budgeted)	\$55,000-65,000

Who we are: A state quasi-public agency located in Boston, Massachusetts, Commonwealth Corporation (CommCorp) is focused on workforce development and education improvement. Within CommCorp, the youth division, known as Youth Pathways, designs, implements, and manages a range of programs assisting organizations, schools and communities with employability, career development, youth development, and career pathways development. While working on behalf of all youth, we are especially interested in serving those who are vulnerable (court-involved, foster care and homeless young people) as well as those that have been placed at risk of not completing high school, entering post-secondary education or training, or acquiring the skills necessary for success in the twenty-first century.

Position Description

Key Responsibilities

Reporting to the Associate Director of SSYI and Re-Entry Initiatives, Youth Pathways, the Program Manager for the Safe and Successful Youth Initiative (SSYI) supports a statewide initiative aimed at reducing youth violence in communities highly impacted by youth violence. The Program Manager will work to support overall program strategy and development in the SSYI communities to increase the quality of programming for proven-risk young men & women. The Program Manager's focus will be three-fold: 1) to provide program management and operations support at the 14 SSYI cities including database support 2) to provide individualized technical assistance on program design and program development for each site of a statewide network of SSYI-funded communities and 3) to support implementation of effective outreach, case management & Transitional Employment tiered program models.

The key responsibilities of the Program Manager for SSYI are outlined below:

1. Support effective program implementation and service delivery model for SSYI program partners including workforce development managers and practitioners and youth workers involved in SSYI youth employment programs.
2. Support partners' program development through targeted coaching, training and support, specifically in the areas of outreach, case management and behavioral health/ trauma support services. The Program Manager will provide structured support & enhancement to each SSYI program's existing service delivery model.

3. Design and create tools, resources, and methods for strengthening SSYI youth employment programming including employer engagement strategy and partnership development
4. Travel to SSYI sites across the state for in-person monthly check-in's with at least 7 SSYI sites per month
5. Work with staff at EOHHS and in collaboration with EOPSS to help manage the implementation of SSYI programs
6. Support ongoing implementation of SSYI-focused version of work readiness curriculum, Signal access. Work with Youth Pathways's Signal Success coaches to further support strengthening practice and tracking skill gain
7. Create and facilitate regular professional development opportunities for program partners including regional convenings, webinars, and other in-person and distance-learning models
8. Work with the Associate Director of SSYI & Re-Entry Initiatives, Vice President of Youth Pathways and EOHHS and EOPSS staff to develop an advocacy plan and strategy for SSYI funding
9. Support development of the 2020 SSYI Network Handbook to be used for program implementation
10. Participate in and support additional projects as needed: these may include documenting models of effective practice in serving proven-risk youth; documenting profiles of local programs and youth participants; tracking outcomes and documenting program progress.
11. Collaborate with other Youth Pathways program staff to maximize program planning, training resources and delivery across funding streams.

Knowledge, Skills and Abilities

- Strong understanding of the issues facing proven-risk young men and women
- An understanding of current and emerging issues in youth development and workforce development programs
- Demonstrated resourcefulness in integrating a wide range of information into engaging training materials and program design
- Willingness to lead workshops (with youth and adults); build strong facilitation skills with an understanding of group dynamics and effective facilitation style
- Strong writing skills
- Ability to effectively structure and implement own work
- Experience with forging and developing relationships with teens and young adults of diverse backgrounds preferred
- Detail oriented, highly organized and enthusiastic
- Commitment to social equity and diversity
- Ability to function in a statewide project that, at times, may require frequent travel within the state
- Ability to adapt to unique challenges as they arise, and willingness to engage in professional development opportunities

Minimum qualifications

Bachelor degree or minimum of five years of program management & direct service with the target population experience required. Strong writing, facilitation, and interpersonal skills required. Ability to develop collegial and professional relationships with various stakeholder groups. Experience working with diverse populations, and/or with proven-risk young people a must. Ability to speak Spanish, Khmer, or Cape Verdean Creole a plus. Must have access to reliable transportation as state travel is required.

Commonwealth Corporation offers a generous and very competitive benefits packaging, including:

- Health insurance (83% employer / 17% employee)
- HRA (Employer pays first 75% of participant deductible expenses)
- Dental insurance (80% employer / 20% employee)
- Vision Insurance
- 12 paid holidays
- 3 weeks accrued paid vacation per year
- Generous paid sick time
- Short-Term, Long-Term and AD&D Insurance
- Life Insurance up to \$250,000
- Employer funded pension plan (13.2%)
- Voluntary employee retirement plan options
- Pre-tax parking and commuter benefits (debit card)
- Health Flexible Spending Account (debit card)
- Dependent Care Assistance Program (debit card)

Candidates that meet all of the minimum qualifications may apply by sending a resume and cover letter to: HrApplicant@commcorp.org

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