

Commonwealth Corporation
2 Oliver Street
Boston, MA 02109

DYS Education and Workforce Development Initiative
Youth Pathways

| | |
|----------------|---|
| Position Title | Senior Program Manager of Youth Development, DYS Initiative |
| Reports To | Associate Director, DYS Initiative |
| Classification | Level 4 Professional |
| Salary Range | \$65,000-\$70,000 |

Position Description: This position would support the management and implementation of the Empower Your Future Initiative, which includes a curriculum and a set of activities to prepare youth for their successful transition to the community especially as it relates to the education and employment goals. This Initiative supports youth in developing competencies such as goal setting and self-advocacy that can be used in their treatment planning, transition back to the community, and in their career and educational planning over the course of their lifetime. The Empower Your Future initiative is a key youth development strategy for the Department of Youth Services. The person in this role will need strong project management, including stakeholder engagement developing and tracking deliverables and quality assurance strategies; partnership development, and presentation skills. This highly qualified person will also have a background in career development, facilitation, and curriculum development for life skills and career readiness. The primary responsibility of the senior program manager is to design and manage activities, projects, and products for DYS clients that support system integration across multiple stakeholder groups, service delivery areas, and support the collaboration between residential, clinical and community staff members to support youth in making progress towards their goals.

Key responsibilities include:

1. Manage the EYF Initiative

- a. Use project management skills to lead the curriculum revision/development process for the Empower Your Future Curriculum in collaboration with all Comprehensive Education Partnership (CEP) stakeholders.
- b. Manage external and internal curriculum writers, editors, and proofreaders including contract development and progress monitoring.
- c. Pilot relevant curriculum to gather feedback for improvement and ensure alignment of materials with DYS program type, teacher, and student needs, and ensures effective strategies for integration across the DYS milieu and reentry process for youth
- d. Collaborate with stakeholder groups (clinical, education, residential, and community operations and services) on action steps and design decisions for curriculum and implementation
- e. Develop supplemental materials including lesson extensions to support various program type needs across the state.
- f. Co- lead special projects that enhance understanding of career development best practices, the use of EYF curriculum, and the goals of the overall EYF initiative
- g. Develop guidance tools of effective practice that support youth employment and training

- h. Manage the implementation and use of career development assessment and survey tools for various stakeholders.
 - i. Work with the research team to plan and develop evaluation protocols and tools for EYF pilots and on-going program review.
- 2. Provide training and technical assistance to DYS stakeholders for Empower Your Future (EYF) Initiative**
- a. Design and facilitate trainings for the Empower Your Future Initiative to Residential Program Staff and Education Leadership
 - b. Provide training (which may include coaching) to DYS staff in residential and district settings on how EYF can be used to effectively support DYS client transition back to the community.
 - c. Co-lead special projects that enhance understanding of career development best practices, the use of EYF curriculum, and the goals of the overall EYF initiative
 - d. Leverage best practices for youth engagement in DYS transition planning
- 3. Manage and implement the E-Portfolio Program (TBD)**
- a. Manage electronic-Portfolio workgroup, including leading the action steps, meeting agendas, meeting facilitation, and overall vision of program
 - b. Design curriculum materials and resources that align E-Portfolio expectations for the overall EYF initiative
 - c. Create, maintain, and implement training materials and resources
 - d. Collaborate with CES staff to provide Technical Assistance (TA) to programs implementing the E-Portfolio
 - e. Support and coordinate communication with DYS staff to ensure E-Portfolio program is integrated into students' overall DYS experience and treatment/discharge plans
 - f. Manage TA site assignments and support TA facilitation, coordination, and follow up action steps
- 4. Ability to manage other program duties as required, including:**
- a. Produce promotional materials and other communication materials.
 - b. Lead report writing and the development of products and materials as needed.
 - c. Prepare and give presentations and workshops as required.
 - d. Represent Commonwealth Corporation at meetings and program events across the state including facilitation of meetings and events as required.
 - e. Develop supporting materials, products and/or reports as needed for various groups/events.
 - f. Work with Youth Pathways staff to align DYS programming with other Youth Pathways initiatives.
 - g. Statewide travel to various programs, meetings and events on a regular basis.

Knowledge, Skills and Abilities

- Experience and/or guidance counseling in an educational setting, particularly in the area of career development, life skills or guidance counseling.
- Experience designing and delivering effective trainings.
- Familiarity with career readiness curriculum.
- Experience developing and delivering programming for an "at-risk" youth population.
- Strong project management skills required.
- Ability to effectively manage multiple project activities, to structure and plan own work.
- Ability to communicate and work with a diverse group of individuals.
- Ability to think creatively and utilize problem solving skills

- Proven commitment to social justice and equity, particularly relating to youth placed at-risk
- Excellent writing skills, organizational skills, communication and facilitation skills are essential.

Minimum Qualifications: A Bachelor's Degree and 5-years work experience in related field. Proficient in standard office computer applications. Must be willing to work in DYS facilities and settings; valid Massachusetts driver's license, and access to a car are required.

Preferred Qualifications: Master's Degree and a background in education, guidance counseling, public health, social work, human services, career-development, business administration or a related field.

To Apply:

Please send Resume and Cover Letter to: HrApplicant@commcorp.org.

Commonwealth Corporation is an Equal Opportunity Employer.