

**Commonwealth Corporation
Youth Pathways**

Position Title:	Employer & Community Engagement Manager
Reports to:	Director of Youth Employment, Curriculum & Training
Classification	Level 3
Salary Range	\$56,000-63,000

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 & Training, the Employer & Community Engagement Manager supports outreach, partnership development and event management for YouthWorks, a state-wide subsidized youth employment program. These partners include employers, public school teachers and counselors, workforce development managers and practitioners, and youth workers in youth employment programs. The position is ideal for an individual with strong communication, organizational and relationship management skills who has experience working with youth-serving organizations and diverse employers.

The key responsibilities of the Employer & Community Engagement Specialist are outlined below:

1. With input and guidance from other team members, develop and implement statewide, multi-regional and sector-specific employer engagement campaigns for the YouthWorks.
2. Maintain high levels of accountability for campaign deliverables and target numbers of employer outreach and goals for new partners.
3. Nurture and develop new relationships with employers and industry and training partners.
4. Support the planning and execution of Annual Youth Works Professional Convenings, which take place in July and August, by completing tasks including scouting potential venues, communicating with vendor, recruiting local employers for participation and event sponsorship, communicating with

- various stakeholders, developing project plan for each event and organizing volunteer staff at the events.
5. Research conferences, events, organizations, and employers that have a focus on or interest in youth and young adult career development.
 6. Organize and contribute to a thorough written communication/ engagement strategy that includes social media, newsletters, direct-email campaigns, program reports and informational product collateral.
 7. Conduct supportive 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.
 8. Contribute to other Youth Pathway team projects or other organizational departments when needed.

Knowledge, Skills and Abilities

- Prior experience in employer engagement and knowledge of workforce development
- Knowledge of youth/young adult career development, and familiarity with asset-based approaches and positive youth development
- Strong written and oral communication skills including an ability to make presentations in front of small and large size groups
- Proficient in Microsoft Office and experience/ willingness to learn other programs and database management tools including Salesforce and WordPress
- Strong organizational and time management skills, and ability to work in both a team environment and autonomously
- Event management experience or strong interest in learning
- Ability to function in a statewide project that, at times, may require frequent travel within the state and occasional out of state travel
- Commitment to equity and diversity

Minimum qualifications

Bachelor of Arts degree or equivalent professional experience required. Minimum 5 years of professional full-time experience with preferably two or more years of experience in a role that required employer engagement, human resources/hiring, and/or job development. Previous work with programming for adolescents/ young adults and specifically working with diverse populations, and/or with students from lower socioeconomic backgrounds preferred. 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 or to Commonwealth Corporation, Human Resources Department, 2 Oliver Street, 5th Floor, Boston, MA 02109

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

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