

# Commonwealth Corporation

2 Oliver Street  
Boston, MA 02109

## Youth Pathways Division

<b>Position Title:</b>	Employer Outreach Specialist (Central-West)
<b>Department:</b>	Youth Pathways
<b>Reports to:</b>	Senior Program Manager, DYS Initiative
<b>Salary:</b>	\$50,000- \$55,000

**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 Employer Outreach Specialist (EOS) is to assist in the administrative and operational aspects of youth employment placement in the Central (75%) and Western (25%) Regions of Massachusetts. This position will require travel throughout the Central and Western regions of Massachusetts and sometimes throughout the State, and flexibility to do so will be required.

- 1. Develop a Network of Employer Partners.**
  - a. Collaborate with Senior EOS and partners to find employment opportunities for youth based on current labor market needs and youth interests
  - b. Collaborate both internally and externally across the entire partnership to make connections between employment needs of youth and existing CommCorp programs that relate to career readiness
  - c. Coordinate youth job placements
- 2. Create an Employer Advisory Committee of decision-making personnel representative of employers in various industries.**
  - a. Develop a network of community-based organizations and employers that can support job opportunities for youth; this must include at least one corporate partnership related to an industry/ vocation that youth are exploring
  - b. Developing mutually beneficial relationships with employers in the Central and Western Regions of Massachusetts
  - c. Convene and facilitate monthly meetings with the Employer Advisory Committee(s)
- 3. Support training and outreach activities to develop staffs' knowledge of employability resources**
  - a. Support LEAD Programs, Life and Career Coaches, and the DYS staff that support that initiative to assist in coordination of efforts for youth training and employment opportunities
  - b. Broker connections to resources established through EOS networks
  - c. Assist with employability resource trainings

#### 4. Database Management

- a. Maintain database employer partners for the
- b. Monitor where youth are being placed for employment and their activity at the employment site

#### Knowledge, Skills and Abilities

- Experience supervising a team of professionals
- Experience leading community outreach initiatives
- Strong knowledge of best practices and current trends related to vocational, employability and workforce development programming for youth.
- Experience with system involved youth is preferred, particularly youth involved with the Massachusetts Department of Youth Services.
- Demonstrated ability to facilitate the development and maintenance of partnerships and/or relationships with organizations and individuals that are mutually beneficial and enhance the partnerships abilities to meet the needs of youth in the care of DYS.
- 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.

**Education:** A Bachelor's degree is required; a Master's degree is strongly preferred.

#### Minimum Qualifications

Prior experience working with or for youth placed at-risk and as a workforce development professional is required. Additionally, experience working in educational setting is preferred. Excellent communication and writing skills including proficiency in standard office computer applications are required. This position DYS Central Region 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.

**Position:** Federally Funded Contracted Position

**Location:** This position will work in the DYS Central Region Office in Westboro

#### How to Apply:

Cover letter and resume may be emailed or mailed to:

Email: [HrApplicant@commcorp.org](mailto:HrApplicant@commcorp.org)

Mail: Commonwealth Corporation  
2 Oliver Street, 5<sup>th</sup> Floor  
Boston, MA 02190  
Attn: Human Resources

**Application Deadline:** Open until filled

**Commonwealth Corporation is an Equal Opportunity Employer**