### Commonwealth Corporation

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| **Position Title**: | Career Development and Virtual Learning Coordinator |
| **Reports to:** | Director of Youth Employment, Curriculum & Training |
| **Classification**: | Grade 2 - Professional |
| **Salary Range** | $45,000 to 52,000 |

**Who We Are**

[Commonwealth Corporation](http://commcorp.org/) 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:

* Build regional industry training partnerships that prepare youth and unemployed workers for in-demand jobs that lead to higher rates of employment;
* Upgrade workers’ skills to meet specific employer skill demands leading to more productive and competitive businesses, job growth, retention, upgrades and wage gains; and
* 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 each year awards $20 million in incumbent worker training grants to companies;
* Administer YouthWorks, Massachusetts’ subsidized youth employment program;
* Coordinate education and workforce activities for the state’s juvenile justice system;
* Implement and sell Signal Success, our soft skills and employability curriculum;

***Program:*** YouthWorks provides Massachusetts teens and young adults with a chance to work, learn and thrive. For the past two decades state funding support through Executive Office of Labor and Workforce Development has ensured that income-eligible teens and young adults ages 14 to 21 have the opportunity to gain the skills and experience needed to enter the workforce and to begin to design a path toward sustained success. Also, Commonwealth Corporation has created a well-recognized, evidence-based career exploration and work readiness curriculum and initiative called Signal Success that is being implemented in YouthWorks, school districts, workforce development and industry-based programs in Massachusetts and in other communities and states across the US.

***Equal Employment Opportunity:*** Commonwealth Corporation is committed to building a culturally diverse workforce. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Position Description**

**Key Responsibilities:** Reporting to the Director of Youth Employment, Curriculum and Training, the Career Development and Virtual Learning Coordinator supports youth career development work by managing projects, relationships and deliverables for a statewide youth employment and career development program that currently operates largely in virtual and hybrid modalities. A signification portion of the work involves supporting program partners in YouthWorks, the statewide subsidized youth employment program that CommCorp administers on behalf of the Executive Office of Workforce and Labor Development (EOWLD). This position is ideal for an individual with an interest in youth workforce development, education or youth-related public policy. This is a full-time position that once no longer remote can be based out of Boston or Hadley. Core job responsibilities include:

1. Provide administrative and partnership management support for statewide virtual career pathway trainings by serving as the first point-of contact with training partner vendors, local program and grantee staff and youth and young adult participants. Provide technical assistance and conduct regular follow-up with constituents to problem solve and resolve issues.
2. Support the delivery of live instructor-led trainings and asynchronous professional development resources by assisting with facilitation, managing the technical aspects of virtual delivery and reviewing and analyzing learning of both adult program staff and youth and young adult participants.
3. Support program implementation by coordinating logistics with a variety of education/ workforce development partners on specific projects including virtual and live career exploration events, outreach to community partners and employers, and cross-program learning initiatives.
4. Organize and analyze program data by using Excel and extracting information from our in-house databases and virtual services applications.
5. Research and support the design of curricular tools and resources for effective and engaging delivery of career and work readiness content to teens and young adults. Sample topics include soft skills (i.e., communication, collaboration, initiative, etc.), career awareness and exploration, and job search and acquisition skills.
6. Contribute to project management and organization of deliverables for curriculum and training projects.
7. Additional projects as needed: these may include support peer leadership initiatives, documenting models of effective practice in youth employment and training; developing profiles of local programs and youth participants.
8. Contribute to other Youth Pathway team projects or other organizational departments when needed

**Knowledge, Skills and Abilities:**

* Proficient in MSOffice applications, Google applications and Zoom. Familiarity with learning management systems and some experience or willingness to learn publishing software (Adobe InDesign) and CRMs like Salesforce and other database driven tools.
* Familiarity with youth development programming and interest in non-profit or public program management
* Prior experience delivering curriculum or programming to youth/young adults
* Knowledge of and interest in virtual learning best practices
* Strong communication skills and commitment to developing collegial and professional relationships with various stakeholder groups
* Open to feedback and adaptable to shifting priorities and deadlines
* Ability to effectively structure and implement own work and an ability to adapt the responsibilities associated with this position in a growing and transitioning program
* Commitment to equity and diversity
* Ability to function in a statewide project that once safe again, may require some travel and meetings within the state.

**Minimum Qualifications:**

B.A. degree preferred, but Associates degree with increased relevant work experience is also acceptable. Minimum of two years of professional experience with at least some relevant experience working in education and/or youth development initiatives. Experience working with diverse populations, and/or with students from lower socioeconomic backgrounds preferred. Candidates must have a valid driver’s license.

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

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| * 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 * 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 the minimum qualifications may apply by sending a resume and cover letter to: [HrApplicant@commcorp.org](mailto:HrApplicant@commcorp.org)

# **Commonwealth Corporation is an Equal Opportunity Employer**