



Job title	Youth Employment Coordinator
Reports to	Executive Director

WPY Youth Employment Overview

At Waltham Partnership for Youth, we believe that early, meaningful, paid work-based learning experiences have the potential to alter a young person’s academic and career trajectory. We strive to level the economic playing field by removing barriers to access and ensuring that these opportunities are available to *all* Waltham youth, including those from low-income households and marginalized communities.

Job Function

The role of the Youth Employment Coordinator is to create, coordinate, and/or facilitate meaningful work-based learning opportunities for Waltham youth. This includes coordinating the High School Summer Internship Program and the Youth Interpreters Program as well as working with school and community partners to expand work-based learning opportunities throughout the school year.

Duties and Responsibilities

Coordinate all aspects of the High School Internship Program

- Develop and refine outreach, application, communication, and onboarding process and materials for students and employers; this includes managing the program website and job board software.
- Recruit and onboard student and employer participants
- Coordinate February *Ready? Set? Job!* event
- Support students and employers through the application and hiring process
- Plan and facilitate orientation for students, families, and supervisors
- Refine the summer learning curriculum
- Facilitate and/or coordinate weekly workshops with student interns
- Continue supporting students and employers as needed throughout the summer
- Work with community partners to develop additional learning, work, and/or volunteer opportunities throughout the school year
- Coordinate the program evaluation process
- Hire and supervise additional support staff as needed/as approved by Executive Director

Coordinate Youth Interpreters Program

- Work with Executive Director to secure contract with training company
- Recruit students for the program
- Coordinate screening and placement process
- Attend all classes facilitated by trainer
- Coordinate job placements for trained interpreters

- Coordinate program evaluation process

Develop and maintain connections with state and local partners:

- Utilize the Connecting Activities Database and serve as main contact for Mass Hire, MSEN (Metrowest Stem Education Network) and/or additional regional and statewide initiatives related to youth employment and work-based learning
- Coordinate the Youth Service Providers Network of Waltham
- Attend WPY Coalition mtgs and events as available
- Participate in any other WPY initiatives as available
- Attend local interagency meeting/events as interested/available

Develop and maintain expertise in relevant professional domains

- Stay connected to best practices, professional development opportunities, funding opportunities, program development opportunities in the youth employment space as well as market, industry, and hiring trends in the region. Join mailing lists, read research.

Qualifications

- ❖ 3-5 years experience working directly with teens from a wide range of cultural and linguistic backgrounds
- ❖ Ability to communicate effectively orally and in writing with a diverse range of constituents, including teens, industry professionals, employers, educators and other youth service providers
- ❖ Strong initiative
- ❖ Strong organizational and record-keeping skills
- ❖ Commitment to equity and excellence
- ❖ Commitment to high expectations coupled with high levels of support for all young people
- ❖ Spanish and/or Haitian Creole proficiency preferred

Salary and Benefits

- \$40-\$45,00/year
- Healthcare stipend
- 2 weeks paid vacation
- 11 paid holidays
- 40 hours paid sick leave
- Discounted gym membership
- Flexible scheduling

To Apply

Email resume and cover letter to Kaytie Dowcett:
kdowcett@walthampartnershipforyouth.org