



OUR MISSION

To leverage and coordinate the assets of our community to ensure that all Waltham youth have the resources they need to thrive.

Waltham Partnership for Youth Career Exploration & Training (CET) Program Associate

Waltham Partnership for Youth is seeking a Program Associate to support the Career Exploration & Training (CET) program's Internship Program. The Program Associate will work closely with the CET Coordinator to support the successful facilitation of the Internship Program.

Who We Are

Waltham Partnership for Youth

Founded in 1988 at the initiative of the City of Waltham and incorporated independently as a 501(c)(3) in 1997, Waltham Partnership for Youth (WPY) has been an integral part of the city's youth development landscape for more than 30 years. Our mission is to leverage and coordinate the assets of our vibrant community in order to provide Waltham youth with opportunities to discover their own personal pathways to success. We facilitate multi-agency, multi-sector initiatives to ensure that the wealth of resources in and around Waltham are available to the youth and families who need them most. Our vision of the future is that the multicultural, multilingual youth of today will be serving in leadership roles in all sectors of our community.

Career Exploration & Training: Internship Program

In partnership with local employers, the Internship Program provides a diverse cohort of Waltham youth with career development opportunities. We work with students to understand their skills and interests and then match them with employers for six-week paid internships during the summer in fields such as education, healthcare, research, and law. Students receive significant one-on-one support in developing their resumes, cover letters, and interview skills during the application process. During the summer, interns also attend weekly skill-building and career exploration workshops and complete a work-based learning assessment in collaboration with their supervisor.

What You'll Do

Working closely with the CET Coordinator and student staff, the Program Associate will support the expansion of the Internship Program as fueled by MassHire funding, and will have a special focus on data management, communication, and evaluation. The Program Associate, who is based out of our office at Waltham High School and reports to the CET Coordinator, is responsible for the following:

- ❖ Oversee student and employer data collection and management in Salesforce, Google Drive, and other database tools.
- ❖ Manage communication with current and potential employer partners, and support their use of the Work Based Learning assessment tool.
- ❖ Take the lead on creating, distributing and collecting applications to the annual career readiness conference in January as well as the Internship Program (which has both fall and spring application windows).
- ❖ Assist with developing event and program-based evaluation tools, as well as collecting and summarizing feedback from students, employers, parents, and other partners.
- ❖ Collaborate with other WPY staff to facilitate the intern hire/onboarding process in the spring.

- ❖ Plan and help facilitate the Employer Info Session in the spring, which provides orientation and sharing of best practices to employer partners.
- ❖ Contribute to facilitation of the summer internship program during July and August, sending out and reviewing weekly ‘temperature check’ surveys to interns and employers, assisting with site visits, and helping with weekly Career workshops.
- ❖ Contribute to other related duties as needed, including CET projects beyond the Internship program (Teaching for Social Justice, YSPN, Translation/Interpretation program, etc.).
- ❖ Provide oversight of student program staff (if interested).
- ❖ Support and collaborate with WPY staff across various program areas as needed/as appropriate/as available in order to foster a sense of team and cohesion throughout the organization.
- ❖ Perform similar or related work as required, directed, or as the situation dictates. The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical extension of the position.

Who You Are & Keys to Success (the must-haves)

To be successful in this job, you will excel in the following areas:

Analytical & Data Driven

You recognize that data tells a story. You have experience with and understand the value of collecting, organizing, and managing data in order to find underlying patterns and connections, to better share stories.

Communication

You understand that strong communication skills are vital to building relationships and successfully facilitating a multifaceted program. You take pride in providing clear, helpful information and are an adept communicator (both verbal and written).

Cultivating Connections

You are a bridge-builder who is passionate about cultivating connections between the people that we serve and our community/employer partners. You have enthusiasm for meeting and engaging with people, and you empathize with the communities we serve. You are able to put people at ease, especially when there are lines of difference. You listen closely to understand needs or concerns and take steps based on that input.

Highly Organized, Motivated, and Detail-Oriented

You manage a high volume of work with efficiency. You are resourceful and proactive. You have, or can create, a system for keeping tasks from slipping through the cracks. You are able to juggle competing demands and prioritize without sacrificing quality. You seek and engage well with feedback.

Positive Youth Development

You believe in the power and potential of all young people, take an asset-based approach to supporting youth and developing programming, and create meaningful opportunities for youth to

participate in leadership and decision making. You have experience working directly with teens from a variety of cultural and linguistic backgrounds.

Racial Equity and Inclusion

You recognize ways that race and other identities intersect in the work, especially with communities we serve. You are comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms. You understand the historical context for racial inequity and its present-day implications. You practice cultural humility by bringing an awareness of your own identities and a lifelong commitment to self-reflection and learning about the varying and intersection identities of the people that we serve.

The following skills and experiences are also strongly preferred:

- ❖ Experience using Salesforce or other CRM (customer relationship management) software, particularly the Nonprofit Success Pack and Program Management Module.
- ❖ Spanish language proficiency is a plus.
- ❖ While applicants with a degree or coursework in education, youth development, social work, or related fields are encouraged to apply, we recognize that there is a range of backgrounds and experiences that might prepare one for success in this role. Therefore, there are no specific educational requirements for this position.

What Else You Should Know

Waltham Partnership for Youth is an equal opportunity employer and we value having staff who come from communities that are most impacted by our work. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is part-time, with an expectation to work between 15-20 hours/week (this will vary monthly) and is primarily based at the WPY office at Waltham High School, with some flexibility for remote work. Some evenings and weekend work is required. In order to perform the essential functions of the job, the employee must be able to walk, bend, occasionally lift or move up to 25 pounds, operate a computer and other office equipment. The noise level in the work environment is moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Local travel is required (mostly in and around Waltham).

The salary for this position ranges from \$15-25/hour, with exact salary depending on experience.

To Apply

Email a resume and cover letter to Jaime McAllister-Grande, Career Exploration & Training Coordinator: jaime@walthampartnershipforyouth.org

Applications will be reviewed on a rolling basis until position is filled.
Anticipated Start Date: October 2021