



## 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 Wraparound Waltham Coordinator

Waltham Partnership for Youth is seeking a Coordinator to support Wraparound Waltham, an innovative multi-agency collaborative of educators and service providers working to increase high school graduation rates among newcomer Waltham students by helping them thrive both in and out of school.

#### 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.

##### Wraparound Waltham

An innovative new initiative supported by two regional hospital partners, Wraparound Waltham is a multi-agency collaborative of educators and service providers, led by Waltham Partnership for Youth (WPY), working to address disparities in high school graduation and dropout rates among newcomer Waltham students. The program provides individualized support to address the academic and non-academic needs of students and families.

Wraparound Waltham consists of WPY, Waltham Public Schools (WPS), Doc Wayne, Children's Charter, the Waltham Boys and Girls Club, and The Right to Immigration Institute. The group works closely with students and their caregivers to comprehensively understand the needs, strengths, and personal goals of each student. The program leverages in-school and out-of-school supports designed to address needs such as food, housing, and transportation; employment; linguistic and social inclusion; school belonging and engagement; ability to adapt to new environments; and access to mental health care.

Wraparound Waltham's initiatives will initially focus on LatinX students and families who are Emerging Bilinguals and new to the country. This model will ultimately inform the way systems of support are designed for all high needs students at Waltham High School.

*617 Lexington Street • Waltham, MA 02452 • Phone: 781-314-3367  
[www.walthampartnershipforyouth.org](http://www.walthampartnershipforyouth.org)*

## What You'll Do

The Wraparound Waltham Coordinator will serve as the convenor of all Wraparound partners, with a primary goal of maintaining overall strategic coherence of the initiative, working closely with all Wraparound partners to translate individualized support systems into lasting community-wide support networks. The Coordinator, who is based out of our office at Waltham High School and reports to the Operations Director, is responsible for the following:

- ❖ Building and sustaining engagement of all Wraparound stakeholders (students, families, Wraparound partners, and other community resource providers).
- ❖ Convening all Wraparound partners on a regular basis, to leverage resources and hold each other accountable to the ultimate goal of building a strong and supportive network of resources for newcomer students.
- ❖ Facilitating dialogue between partners, providing direct support for Steering Committee and working group meetings as needed, and generally helping to coordinate the actions across the effort.
- ❖ Overseeing all program communications, internally among Wraparound stakeholders, and externally on WPY's social media and other outlets.
- ❖ Leading the development of new protocols for referrals, student intake, assessment and implementation of services, in collaboration with Wraparound partners.
- ❖ Building, developing, and maintaining a positive and collaborative relationship with providers and support organizations by establishing a local presence and attending community-based meetings.
- ❖ Collaborating with other WPY programming/initiatives, including the Career Exploration and Training programs, to better meet the needs of Emerging Bilinguals and newcomer students.
- ❖ Supervising the Community Resource Navigator to ensure that newcomer students have access to appropriate supports.
- ❖ Managing data collection among partners, maintaining a record of services through Salesforce, and supporting the use of data for learning and evaluation of the effort, including working with evaluation partners to produce regular reports.
- ❖ Supporting and collaborating 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.
- ❖ Performing similar or related work as required, directed, or as 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:

### Communication & Multilingualism

You are proficient in Spanish and English and are excited to bring this multilingual perspective to your work with young people and their families. You see your multilingualism as not only a communication skill, but as an asset that is vital to building a welcoming environment for newcomer youth and their families. You are a strong communicator (written and verbal) in both languages.

*617 Lexington Street • Waltham, MA 02452 • Phone: 781-314-3367  
[www.walthampartnershipforyouth.org](http://www.walthampartnershipforyouth.org)*

### **Critical Thinking and Problem Solving**

You consistently overcome challenges and leverage resources to creatively solve problems. You are a systems-oriented thinker with experience developing support networks across multiple agencies. You are quick to adapt to an ever-evolving program and see this as an asset, rather than a deficit, to building new networks of support. You propose solutions to issues without much guidance (but aren't afraid to ask questions).

### **Cultivating Connections**

You are a bridge-builder who is passionate about cultivating connections between the people that we serve and our community 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. You take pride in providing clear, helpful information.

### **Highly Organized, Motivated, and Detail-Oriented**

You manage a high volume of work with efficiency. 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 hold the team accountable and acknowledge growing edges (in self and others). You help others grow. 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.

### **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:

- ❖ Significant experience working in schools and/or community-based, youth-serving nonprofit organizations.
- ❖ Experience using Salesforce or other CRM (customer relationship management) software, particularly the Nonprofit Success Pack and Program Management Module.
- ❖ While applicants with a Master's Degree in education, nonprofit management, or related fields

*617 Lexington Street • Waltham, MA 02452 • Phone: 781-314-3367  
[www.walthampartnershipforyouth.org](http://www.walthampartnershipforyouth.org)*

are encouraged to apply, we also recognize that there is a wide 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 full-time and is primarily based at the WPY office at Waltham High School, with some flexibility for remote work one or two days/week. 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. Frequent local travel is required (mostly in and around Waltham).

The salary for this position ranges from \$58,000-\$63,000/year, with exact salary depending on experience. We also offer:

- Subsidized Health Insurance
- 15 days paid vacation
- 12 paid holidays
- 5 days paid sick leave
- Discounted gym membership

### **To Apply**

Email resume and cover letter to Magali Garcia-Pletsch: [magali@walthampartnershipforyouth.org](mailto:magali@walthampartnershipforyouth.org)

Applications will be reviewed on a rolling basis until position is filled.

Anticipated Start Date: Between October 25 and November 1, 2021

*617 Lexington Street • Waltham, MA 02452 • Phone: 781-314-3367  
www.walthampartnershipforyouth.org*

Waltham Partnership for Youth is a 501(c)3 Organization and all donations may be tax-deductible.