



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 Coordinator

Waltham Partnership for Youth is seeking a Program Coordinator to lead our Career Exploration & Training (CET) program. Our CET Program includes a robust summer internship program for Waltham high school students as well as other career exploration and professional development opportunities.

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

In partnership with local employers and higher education institutions, the Career Exploration & Training (CET) Program provides a diverse cohort of Waltham youth with career exploration and professional development opportunities. By cultivating meaningful partnerships with university partners and professionals across a wide range of industries, and working directly with students to understand their skills and interests, we strive to expand the economic and career opportunities for all students while keeping in mind the historical and current inequities we face.

What You'll Do

The CET Program Coordinator will serve as the programmatic leader for all CET initiatives, with a primary goal of coordinating the internship program and related professional development opportunities for high school students. The CET Program Coordinator, who is based out of our office at Waltham High School (WHS) and reports to the Operations Director, is responsible for the following:

- ❖ Developing and/or refining the internship program's outreach, application, communication, and onboarding processes and materials for both students and employers.
- ❖ Leading all outreach, application, and onboarding for the internship program for both students and employers.
- ❖ Overseeing logistics and implementation of the internship program, including supporting interns and employers throughout the program, as needed.
- ❖ Organizing professional development opportunities for high school students, including the annual *Ready? Set? Job!* event, Career Talks series, and weekly professional development sessions with Bentley University interns.

- ❖ Stewarding new and existing partnerships with internship employer partners, higher education partners, and Waltham Schools staff/teachers, to ensure that high school students' career exploration and development needs are met.
- ❖ Overseeing the creation and execution of work-based learning plans for interns, in collaboration with students, employer partners, and other partners.
- ❖ Co-facilitating the Teaching for Social Justice class with an educator at WHS, which includes co-teaching weekly classes, coordinating dual enrollment opportunities with local colleges, and organizing guest speakers and/or field trips as appropriate.
- ❖ Collaborating with community partners, including local colleges and universities, to develop and implement additional career exploration opportunities for students, with a particular focus on strengthening the Pathways to Diversity collaboration with Lasell College.
- ❖ Managing data collection, which includes conducting internship site visits, maintaining records through Salesforce, Google Drive, and other databases, supporting the use of data for learning and evaluation of the programs, and working with other WPY staff and evaluation partners to produce regular reports.
- ❖ Hiring and supervising the CET program team, which will include a Program Associate and student interns.
- ❖ 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:

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). You proactively ask for help, anticipate problems, and course-correct where needed.

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 oral 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 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 model and inspire accountability. You inspire and motivate others to take action and meet goals. You delegate skillfully. 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. 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:

- ❖ 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.
- ❖ 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 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 & Dental 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, Operations Director:

magali@walthampartnershipforyouth.org

Applications submitted by October 29, 2021 will be given priority. From that point on, we will review applications on a rolling basis until the position is filled.

Anticipated Start Date: December 6, 2021