

Waltham Partnership for Youth Position Description:
Career Exploration and Training Program Associate - Bilingual

Job location: Waltham, MA
Start date: April 2021
End date: August 2021, with possibility of renewal
Job type: Temporary
Hourly Pay: \$25-35
Hours/week: 15-20 (varies monthly)
Application Deadline: April 9th, 2021

Overview of the position:

The person in this role will report to the Career Exploration and Training Coordinator and partner with her to support the successful facilitation of many aspects of the WPY Summer Internship Program.

The WPY Summer Internship Program provides a diverse cohort of Waltham youth with career development opportunities and job placement support by coordinating efforts among employers, educators, and youth service providers. We work with students to understand their skills and interests and then match them with employers for six-week paid internships in fields such as early education, healthcare, biomedical research, and law. Students also attend weekly skill-building and career exploration workshops, and receive significant one-on-one support learning to develop resumes, cover letters, personal vision statements, and interview skills.

This role will have a special focus on supporting the expansion of the program as fueled by MassHire grant funds as well as supporting emerging bilingual students who are participating in the program. This may include communicating with employer partners and providing resources and support; assisting students and their families with understanding and getting the most out of the program and associated events; helping peer leaders to incorporate emerging bilingual students and a multi-language perspective into planning and execution of the summer Career Talks offered to program participants; and monitoring and tracking data elements which are important to the success and funding of the program.

Typical duties and responsibilities:

- Communicate with employer partners about hosting internship placements, especially with regard to specific needs and supports for emerging bilingual students
- Support students with program application requirements, in partnership with career readiness mentors from Bentley University
- May assist with conducting screening interviews for students
- May assist students with resumes, cover letters, and interview practice
- May assist with hiring paperwork for student interns, ensuring students obtain their work permit
- Conduct outreach to resources within the Waltham schools and community that could further support and engage students in their summer internship experience
- May conduct or co-conduct Parent Information Sessions in Spanish
- Assist with information session for all employer partners at the end of April; program orientation for students, families, employer partners and WPY staff in late June, and other program events
- Support students serving as peer leaders in leadership development
- Assist with site visits to all placements during the 6 weeks that the internship program is in session
- Assist students and employers with building and monitoring weekly reports to confirm workload, hours, and experience ratings; as well as with utilizing the Work Based Learning Plan tool

- Attend WPY staff team meetings, Youth Service Provider Network meetings, and Mass Hire biweekly meetings of YouthWorks sites
- Produce weekly newsletter in English and Spanish with support from student intern
- Possibility of also playing lead role in coordinating and drafting program evaluation report

Schedule:

15-20 hours/week April - August. Exact schedule to be determined collaboratively with Career Exploration and Training Program Coordinator.

Required qualifications

- Spanish and English proficiency - candidates without written and oral proficiency in both languages will not be considered.
- While applicants with a degree or some coursework in education, youth development, social work, or related fields are encouraged to apply, we 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.
- Must have reliable access to transportation - position requires local travel.

Desired skills and background:

- 3-5 years experience working directly with teens from a wide range of cultural and linguistic backgrounds
- Commitment to holding high expectations coupled with providing high levels of support for all young people
- Strong organizational skills and ability to track and manage multiple projects, maintain and prioritize work flow, and meet deadlines
- Desire to learn from others and work in collaborative environments
- 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 work ethic
- Openness to reflection and feedback
- High degree of self-awareness and professionalism

To Apply:

Submit resume, cover letter, and three references to kdowcett@walthampartnershipforyouth.org