



## Metro North Regional Employment Board

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### **Metro North Regional Employment Board** **Full Time Job Posting**

#### **Job Title: Youth Programs Manager**

The Metro North Regional Employment Board (REB) is a public-private partnership whose mission is to enable area residents to gain skills that will maximize their economic self-sufficiency and to provide employers with the workforce they need to effectively compete in the changing world economy. The Metro North REB is located in Cambridge, MA. To learn more, visit [www.mnreb.org](http://www.mnreb.org).

#### **POSITION SUMMARY:**

Reporting to the Director of Youth and Healthcare Programs, the Youth Programs Manager works as an active and integral member and leader of the Metro North REB youth department. The Youth Programs Manager has both managerial and direct service responsibilities. The Manager is responsible for administering and managing youth workforce development programs in the Metro North region, including the supervision of Youth Program Specialists (3). The Manager also provides direct service to youth participating in these programs. The Manager also works with the Director of Youth and Healthcare Programs to staff and coordinate the Metro North Youth Standing Committee.

#### **PRIMARY RESPONSIBILITIES AND DUTIES:**

- Oversee the day-to-day operations of assigned youth workforce development projects. Duties include grants management; contracts management; data collection and reporting; performance monitoring; prepare materials for and facilitate meetings.
- Provide direct services to partner organizations and youth participating in programs. These services may include, but are not limited to, working with youth on job preparation skills such as labor market research, resume writing, and interviewing skills; developing and facilitating workshops; facilitating jobs and internships; conducting intake, assessment, and eligibility; and completing individual service plans.
- Develop and maintain relationships with key program partners, including school districts, municipalities, youth-serving vendors, and funders. Provide technical assistance and support to partners.
- Engage employers to develop job and internship opportunities for youth.
- Set objectives for youth staff and evaluate staff performance. Provide technical assistance and training to staff.
- Prepare grant performance reports upon request; prepare narrative reports for funding sources, as necessary.

Serving as the Workforce Development Board for the communities of: Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, and Woburn.



- Organize conferences, workshops, and events, in collaboration with school and community partners.
- Assist with the development and implementation of a long-term strategy for serving youth in the Metro North region.
- Assist with fundraising efforts for youth programs.
- The ability to travel, mostly within state.

**REQUIREMENTS:**

**Education/Experience:** Combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. Prior experience working with youth required. Prior supervisory experience required. Workforce development experience a plus. Bachelor's degree a plus.

**Skills/Qualities:** Creative, forward-thinking, problem-solver with relationship-building skills as well as expert technical/analytical skills, including evaluation and reporting. Excellent communication skills, both written and oral required. Strong interpersonal skills and ability to take initiative required. Multilingual preferred.

**Salary and benefits:** Starting salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

**To Apply:** Send resume and cover letter outlining your experience and interest to [hr@mnreb.org](mailto:hr@mnreb.org). No telephone calls please. Position posted 8/29/18. Open until filled.

*Metro North Regional Employment Board is an Equal Opportunity Employer.*