



YEP Pre-Employment Program Administrator

40 hours per week

Partners for Youth with Disabilities (PYD) empowers youth with disabilities to reach their full potential by providing transformative mentoring programs, youth development opportunities, and inclusion expertise. We believe that youth with disabilities who are educated, mentored, and empowered have a profoundly positive impact on their communities and the world.

For over 20 years, PYD has offered the YEP Career Readiness Program, a career-readiness program for youth with disabilities that addresses barriers to employment, graduation and academic success in meaningful and measurable ways. YEP partners with Boston Public Schools and state rehabilitation agencies to serve students through classroom learning, real-world experiences, internships, and professional mentoring. PYD is collaborating with Massachusetts Rehabilitation Commission (MRC) to deliver Pre-Employment Transition Services (Pre-ETS) for students with disabilities (ages 14-their 22nd birthday). The objective of the Pre-Employment program is to provide light touch, soft skills training and career exploration opportunities for students with disabilities. The Pre-Employment program provides the five required Pre-ETS services including: work-based learning experiences, job exploration counseling, workplace readiness training, self-advocacy/peer mentoring, and counseling on post-secondary education or training programs.

Key duties of the YEP Pre-Employment Program Administrator include, but are not limited to:

- Oversee the implementation and success of the YEP Pre-Employment program including student enrollment, program scheduling, community outreach, and other administrative tasks.
- Develop and maintain relationships with MRC area offices and local assigned schools. Conduct outreach, work closely with partners, and attend meetings to recruit students for the program.
- Manage all administrative tasks of the Pre-Employment program including student intakes and enrollment, reporting, data management, and evaluation.
- Lead the program team, which includes supervision of the Pre-Employment Program Specialist. Work closely with Program Specialist to deliver program successfully.
- Conduct student intake meetings to create individualized service plans for all students.
- Assist in planning, organizing, and presentation of YEP Pre-Employment Program services to students at multiple community-based locations weekly.
- Oversee design and implementation of any student internship experiences ensuring success for both program participants and business partners.
- Oversee and further cultivate relationships with business partners serving as employer partners, including meetings, phone calls, and any follow up needed.
- Maintain relationships with the MRC Office Directors and Vocational Rehabilitation Counselors for Vocational Rehabilitation Consumers to ensure that program objectives and outcomes are progressing, including regular meetings and communication.



- Attend bi-weekly PYD staff meetings.
- Attend YEP team meetings and supervision.
- Assist with YEP and agency wide special projects as they occur.
- This position reports to the YEP Career Readiness Program Director.

Qualifications:

- BA/BS and 3-5 years experience working with youth with disabilities, with preference for teacher/classroom instruction experience. Master's Degree preferred.
- Experience in program planning and implementation.
- Experience as a job developer, with preference for experience in youth employment.
- Experience modifying curriculum to address student learning needs.
- Experience with and passion for working with youth with disabilities.
- Experience supervising staff and/or leadership experience.
- Proficient in Microsoft Office and be familiar with the use of databases for inputting client data.
- Detail-oriented.
- Ability to effectively manage time and meet competing demands.
- Ability to think outside of the box.
- Flexibility and a good sense of humor.
- Must be able to independently navigate to community partner locations throughout the Greater Boston area (e.g. MRC area offices, schools, employer partners, class locations).
- Available to possibly run programming on evenings or weekends.
- Bilingual skill in ASL, Spanish, Haitian Creole or Mandarin desired.

Compensation: Salary range \$42,000-\$45,000 with a generous benefits package.

FLSA Status: Non Exempt

To apply: Please send a resume and cover letter to Lindsay Alperin at lalperin@pyd.org

The filling of this position is dependent on PYD's receiving a state-funded contract. Hiring and the length of the term of engagement will be contingent on the agency receiving the expected funding.

At Partners for Youth with Disabilities, we welcome and include people of all abilities, identities, and backgrounds. We believe that a diverse and fully inclusive organization empowers individuals, heals communities, and creates a better world for us all. As such, we are committed to equal opportunity and the diversity of our workforce and do not exclude, deny benefits to, or otherwise discriminate against any person on account of that individual's gender, race, color, religion, age, disability, national or ethnic origin, military status, veteran status, sexual orientation, gender identity and expression, marital status or any other protected category under applicable law.