



Partners for  
Youth with Disabilities

## OUTREACH SPECIALIST

40 hours/week – FLSA Status – Non-Exempt

*Partners for Youth with Disabilities (PYD) goal is to create a world where young people with disabilities will be able to live with dignity and pride in who they are, and to lead self-determined lives filled with purpose. To make this happen, we build the skills and abilities of young people with disabilities, and increase the inclusivity of workplaces, organizations, and communities.*

### Description

The Outreach Specialist is an existing position reporting to a PYD Program Manager who is critical to ensuring PYD's mission is realized. To that end, the Specialist is responsible for implementing PYD's community engagement strategy and supporting the administrative functions necessary to ensure effective youth and volunteer recruitment, intake, and enrollment.

Founded in 1985, PYD serves youth ages six to twenty-six with a broad range of disabilities across Massachusetts, with select programming offered nationally. In addition, PYD increases the inclusivity of workplaces, organizations, and communities across the country through coalition building, innovative programs, and supportive services. Since our founding, PYD has grown from one program serving nine youth to an array of award-winning programs, including *Mentor Match*, *Career Readiness*, *Access to Theater*, *Youth Leadership Forum*, *Young Leaders Rising*, the *National Disability Mentoring Coalition*, and the *National Career Readiness Academy*. We empower more than 500 youth with disabilities each year and have trained more than 10,000 people from over 300 organization in inclusion best practices.

The Outreach Specialist position is on the youth services team, engaging youth and young adults with disabilities. PYD's programs are community based with headquarters located in Somerville, MA. The Specialist position is a full-time and requires a willingness to travel. The organization currently is working remotely and will continue to adapt work routines as warranted by the COVID-19 public health crisis and the organization's needs.

### What You'll Do:

#### *Essential Responsibilities:*

- Execute community engagement strategies that build a pipeline of prospective participants, volunteers, and partners, including but not limited to timely research, recruitment, interview, intake, and cultivation activities that support PYD's growth objectives
- Conduct intake interviews and assess prospective youth/volunteer/partner interests, needs, and eligibility; make appropriate referral to PYD programs and/or external partners as necessary
- Facilitate completion of all necessary onboarding paperwork to engage in selected PYD programming
- Conduct trainings to orient new youth, volunteers, and partners to PYD programs

- Provide individualized case support to a caseload of up to 10 matched mentors and mentees or to students participating in internship experiences
- Oversee organization-wide events calendar to ensure that all events are updated on a timely basis
- Engage in PYD's online inclusion communities to provide additional resources, support, guidance, and timely access to events
- Ensure effective and accurate documentation of necessary paperwork and ongoing database management to support program evaluation and state agency reporting

*Marginal Responsibilities:*

- Attend monthly staff meetings, quarterly National Disability Mentoring Coalition meetings, and team meetings and supervision
- Contribute to the newsletter, blog, social media content, and other promotional collateral
- Support the planning and management of PYD community and fundraising events
- Assist with grant reports and proposals as necessary
- Assist with special projects as they occur

**Who You Are:**

*You must be:*

- Legally authorized to work in the U.S.
- Passionate about working with youth with disabilities, and have an unshakable belief in their potential and a strong commitment to the mission of PYD
- Able to independently travel across Eastern Massachusetts
- Available for occasional evening and weekend programming
- An excellent verbal and written communicator
- Able to work both collaboratively as part of a team and independently with excellent project management skills

*It would also be great if you:*

- Relevant experience in the fields of health or human services, education, social work, vocational rehabilitation, psychology, community organizing, marketing, communications, or related field
- Bilingual skill in ASL, Spanish, Haitian Creole or Mandarin
- Experience with community engagement with motivation and aptitude for networking/outreach
- Experience with marketing including material design, blogging, and social media management
- Experience with data management, and familiarity with Salesforce or an equivalent database

**What You'll Get:**

- **Compensation** range of \$40,000 to \$42,000
- **Retention Bonus** \$2000 paid after 60 days of employment
- **Health & Dental/Vision Insurance** individual and family coverage with employer contribution
- **Employee Assistance Program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more

- **Employer Paid Insurance** includes life, AD&D, short-term disability, and long-term disability
- **401(k) Retirement Plan** with 3% employer contribution
- **Provision of necessary technology** to be effective in your role
- **Extensive training from PYD with a disability inclusion focus and other professional development** opportunities
- Access to **free professional development opportunities** through PYD Learn which features self-directed coursework and resources on disability inclusion and disability mentoring best practices
- **Limited reimbursement for travel** to PYD approved programming and community events
- **Internet reimbursement** up to \$35/month while required to complete some service from home
- **Paid Time Off** including vacation time starting at 15 days per year, sick time at 12 days per year, 14 paid holidays per year, and personal time of 3 days per year
- **Supportive Staff Culture** committed to providing our employees with the support & accommodations they need to be successful

**This position is envisioned to be based in the Boston Metropolitan area.**

**To apply:** Please apply through the application portal:

<https://pyd.applytojob.com/apply/Vze6rBrxft/Outreach-Specialist>

### **Diversity & Inclusion – Inclusion Promise**

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.