



## **Pre-Employment Program 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 Pre-Employment Program Specialist is an existing position reporting to the Career Readiness Program Manager who is critical to ensuring PYD's mission is realized. To that end, the Specialist is responsible for delivering positive youth development programming and supporting the administrative functions necessary to ensure effective service delivery.

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 Pre-Employment Program 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 Pre-Employment Program 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:*

- Provide classroom instruction and support to students during Pre-Employment Program sessions taking place in schools, various community locations, or virtually.
- Differentiate curriculum, incorporating Universal Design for Learning guidelines, as needed for participants based on tier/skill level.
- Provide one to one instruction for students needing additional supports to access the curriculum.
- Collaborate with team members to determine real world experiences best suited for cohort of students.
- Lead one day community based real-world experiences with employer, community, or education partners.
- Conduct student intakes and assist with program outreach and enrollment collaborating with Program Manager.
- Maintain accurate record of work including weekly case notes and attendance records using



data management systems.

- Assist with program data collection and evaluation.
- Complete required reporting for MRC including individual participant reports.
- Collaborate with Outreach Coordinator to ensure successful onboarding process for student internships.

*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
- Provide support to students participating in internship experiences, including weekly in-person or virtual check-ins with each intern and internship site supervisors.
- Review interns' goals and discuss internship expectations and responsibilities.

**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/S1VkaR1kwK/PreEmployment-Program-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.