



CAREER IMMERSION PROGRAM COORDINATOR

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 Program Coordinator plays a key role on the team, leading the Career Immersion enhancement of the career readiness direct service program currently taking place in Boston Public Schools (BPS). The coordinator utilizes a differential placement framework to tailor career immersion activities to individual student needs including one-on-one job readiness counseling and job placement support for identified work ready students. The coordinator ensures that Career Immersion students are connected to employment opportunities that fit their interests and needs.

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 Career Immersion Program Coordinator is on the career readiness team, engaging youth and young adults with disabilities. PYD's programs are community based with headquarters currently located in Somerville, MA. The coordinator position is a full-time position and requires a willingness to travel to local school and partner sites in the Greater Boston metropolitan area. The organization currently is working in a hybrid format 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:

- Promote the Career Immersion program and recruit participants through strategic outreach initiatives
- Establish partnerships/relationships with school staff of students referred to the program
- Work closely with and meet with BPS school staff, partner organizations, and PYD instructors to coordinate youth services and supports

- Coordinate and manage a caseload of students looking for employment opportunities utilizing an individualized approach based on student needs and interests
- Visit PYD Career Readiness classes/workshops occasionally to assist with related instruction and meet with individual students as needed to work on employment related tasks (resume, applications).
- Collaborate with outreach team, business, and community partners to identify opportunities for work-based learning experiences including employment opportunities for Career Immersion participants that will be a best fit for their needs and interests
- Collaborate with outreach team for successful implementation of PYD's internship program for Career Immersion students, including completion of all necessary intern onboarding paperwork
- Work with Outreach Team to ensure successful completion of payroll for all Career Immersion internships
- Coordinate and provide support to students participating in internship experiences, including weekly in-person or virtual check-ins with each intern and internship site supervisors
- Assist with program outreach and enrollment with support from Program Manager
- Ensure effective and accurate documentation of necessary paperwork and ongoing database management to support program participation, program evaluation, and funder reporting
- Maintain weekly case notes on participating student progress using data management system

Marginal Responsibilities:

- Engage in PYD's online inclusion communities to provide additional resources, support, guidance, and timely access to events
- 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
- Relevant experience in the fields of health or human services, education, social work, vocational rehabilitation, psychology, community organizing, marketing, communications, or related field
- 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:

- Bilingual skill in ASL, Portuguese, Spanish, Haitian Creole or Mandarin
- Experience with data management, and familiarity with Salesforce or an equivalent database

What You'll Get:

- **Compensation** range of \$45,000 to \$48,000
- **Retention Bonus** \$2000 paid after 60 days of employment.
- **Health Insurance** individual or family coverage with generous 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

Supervision: This position reports to the Career Readiness Program Manager

To Apply: Please submit through the link: <https://pyd.applytojob.com/apply/Ln19PawJTB/Career-Immersion-Program-Coordinator>

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.