CAREER READINESS 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, facilitating the career readiness direct service program. The Career Readiness Program is for youth with disabilities and addresses barriers to employment, graduation, and academic success in meaningful and measurable ways. The Program Coordinator is supervised by the Career Readiness Program Manager and is responsible for planning and delivering the Career Readiness Program at Boston Public Schools and other program site locations. In addition to classroom instruction, the Program Coordinator will facilitate real-world learning experiences such as guest lectures, job shadows, and trade show events and work closely with the Career Immersion Program Coordinator to support students seeking employment experiences.

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 Readiness 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:

- In consultation with the Program Manager, develops and maintains close working relationships with partners in the Boston Public Schools (BPS) and other local agencies where the program occurs
- Serve as main point of contact for teachers and staff at the BPS school locations during
Program Delivery

- Assists in planning, organizing, and presentation of classroom instruction at four or more BPS locations
- Assists the Outreach Team with developing relationships with local businesses and coordinating logistics for all community-based real-world experiences
- Collaborates with Career Readiness Team to ensure work ready students are receiving job placement services
- Maintains records and collects data for program evaluation, including regular updates to Salesforce database
- Completes grant reporting documents for program funding and maintains database entry for funders as needed
- Where possible, participates in Career Readiness strategic planning and other related events
- Other teaching events and activities as assigned by the Career Readiness Program Manager
- Assist with program and agency wide program delivery and special projects as they occur.

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

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 including to BPS and other program site locations
- 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 apply through the [JazzHR web portal](#).

**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.