



Position: Youth Transitions Coordinator

Department: Youth Transitions

Reports To: Youth Transitions Director

FLSA Status: Exempt

Direct Reports: None

Job Description:

The PIC's Youth Transitions Coordinator works closely with the Youth Transitions Director to organize and convene three important committees:

- the WIOA Youth Council which oversees the distribution of Boston's federal grant for youth workforce development and alternative education programs,
- the Youth Transitions Task Force (YTTF) which focuses on dropout prevention and re-engagement as well as alternative education, and
- the Opportunity Youth Collaborative (OYC) which focuses on 18–24-year-olds who are unemployed or underemployed and not enrolled in college or occupational training.

The YTTF and the OYC are dedicated to promoting systems change by convening stakeholders to foster collaboration and advocate for policy reform, resource allocation, and program development.

In addition, the Youth Transitions Coordinator supports team members who (1) re-engage students who have left school without a diploma or have stopped attending regularly, (2) provide coaching support for BPS graduates attending local colleges while living in the community, or (3) reach out to BPS graduates who do not go on to college or start and leave soon afterwards. To document this direct service work, the coordinator will support the PIC's Research and Data Analyst on an as-needed basis to manage the databases that the teams use to track their work with clients.

Essential Responsibilities:

Convening/Stakeholder Engagement (50%)

- Staff the Youth Transitions Task Force and Opportunity Youth Collaborative by scheduling meetings, preparing agendas, and organizing meeting speakers and materials.
- Manage the YTTF and OYC newsletters, including identifying topics, drafting the newsletters, and maintaining the email list.

- Represent the YTTF/OYC in related coalitions organized by community partners, such as the Boston Public Schools' Attendance Advisory Committee.
- Maintain YTTF and OYC membership by identifying new organizations to partner with and identifying new staff when there is turnover in current partner organizations.
- Support the planning and execution of projects and events that are sponsored by the YTTF and OYC, such as report releases, seminars, or forums by developing project plans, engaging relevant partners, developing written materials, and running webinar platforms.

Participate in cross-functional teams to support organization-wide events such as the PIC Annual Meeting.

Governance/Workforce Board Support (25%)

- Staff the Youth Council by scheduling Youth Council meetings, organizing speakers and presentations, and creating meeting materials.
- Write memos to update the Youth Council, the PIC Board of Directors, and the PIC Council / MassHire Workforce Board on the work of the Youth Transitions team.
- Work in partnership with the Office of Workforce Development to inform the development of the Policy Principles and Request for Proposals documents that guide WIOA funding decisions.

Administration/Data Management (25%)

- Collaborate with the PIC's Data & Research Analyst on database and reporting changes and updates to the Salesforce participant data system that supports the team's direct service programs.
- Support the PIC's Development staff by drafting language for grant proposals and grant reports, as needed.
- Assist the Youth Transitions Director in scheduling meetings, managing stakeholder relationships, and coordinating with other PIC staff.

Desired Qualifications:

- Three years or more of professional experience in administration, convening, project management, and/or youth policy/programming
- Strong writing skills and an ability to write effectively for different audiences
- Knowledge of policy issues around disconnected youth
- Demonstrated ability to organize committees and working groups

- Strong presentation, organizational and communication skills
- Ability to manage multiple priorities in a fast-paced environment

Working Conditions/ Physical Requirements: Typical office conditions, Two Oliver Street, Third Floor, downtown Boston, in-person and hybrid. The PIC is willing to make reasonable accommodations for essential functions of the job that do not cause undue hardship.

Please send a resume and cover letter to Kathy Hamilton (Kathy.Hamilton@bostonpic.org) and Inanna Pickering (Inanna.Pickering@bostonpic.org). Questions or requests for more information can be submitted to the same email addresses.

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