



POSITION TITLE: Director of Youth Career Pathway Initiatives

POSITION SUMMARY: Direct the operational implementation, monitoring, and evaluation of Workforce Innovation and Opportunity Act (WIOA) In-School Youth (ISY) and Out-of-School Youth (OSY) career pathway programs. Direct the MassHire Hampden County Workforce Board (MHHCWB) Commonwealth Corporation (CommCorp) funded YouthWorks Year Round/Summer program, assign staff, and monitor program implementation and evaluation. Direct the MHHCWB Department of Elementary and Secondary Education (DESE) funded School-to-Career (STC) Connecting Activities program. Oversee all administrative requirements related to the implementation of all MHHCWB youth Federal and State funded Programs. Engage in WIOA Regional Planning activities and initiatives.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Direct the WIOA In-School Youth (ISY) and WIOA Out-of-School Youth (OSY) career pathway programs.
- Oversee the contracting process for WIOA youth program services consistent with the MHHCWB's procurement and contracting policies.
- Ensure that all WIOA ISY/OSY program operations meet local performance goals and comply with relevant federal, state and local requirements, particularly eligibility determination.
- Work with the contracted WIOA youth vendors to accelerate private sector employer outreach and engagement that will increase youth work-based learning/internship work sites.
- Manage MHHCWB site visits to WIOA youth vendors to monitor compliance with WIOA regulations and MHHCWB policies, and participate in annual State monitoring activities.
- Work with the MHHCWB Finance Department to implement a process to approve and authorize expenditures for WIOA support services, bonuses and skills training.
- Coordinate with the Managing Director of Career Center Services to ensure connectivity and integration between contracted WIOA OSY vendors and the MassHire One Stop Career Centers (MHOSCC) to strengthen services to OSY program participants.
- Support the successful implementation of selected workforce training programs/ initiatives for unemployed/underemployed adults/dislocated workers.

- Direct CommCorp YouthWorks Summer/YearRound programs and ensure that policies and procedures comply with Commonwealth Corporation administrative guidelines, develop annual submissions of new MHHCWB proposal applications, and coordinate and participate in worksite visits and CommCorp monitoring activities.
- Ensure the DESE School-to-Career (STC) Partnerships operate in full compliance with all contract agreements and grant provisions, project tracking and reporting requirements are met to the satisfaction of the funding source, and develop annual submissions of new MHHCWB proposal applications.
- Direct MHHCWB's involvement in any structured youth career training programs at the secondary and post-secondary levels and ensure the coordination and implementation of the following integrated program components, if applicable:
 1. Employer engagement
 2. Student paid/unpaid internships/work-based learning opportunities
- Engage in work tasks associated with the implementation of the Pioneer Valley Labor Market Blueprint.
- Under the direction of the President & CEO, direct the work of the MHHCWB Hampden County Youth Council and oversee the work of MHHCWB staff engaged in any activities associated with the Youth Council.
- Attend MHHCWB Board of Directors meetings and prepare any reports requested by the President & CEO.
- Perform MHHCWB administrative duties and assume other tasks and responsibilities as assigned by the President & CEO.

QUALIFICATION REQUIREMENTS: The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Bachelor's degree from an accredited college or university.
2. Three years of related management experience in the field of workforce development or related field consistent with the mission of the MHHCWB.
3. Strategic thinker and planner, strong hands-on leadership skills with the ability to influence and persuade others, especially across organizational boundaries.
4. Ability to facilitate, negotiate and manage stakeholders with a variety of interests to achieve cohesive and quality results that meet business goals.
5. Strong interpersonal, presentation, communication and written skills.
6. Collaborator with strong listening, facilitation and persuasion skills.
7. Ability to effectively present information and respond to questions from directors, training and service providers, funding sources, and the public in either individual or group settings.

Salary Range: Salary Commensurate with Qualification Requirements

Job Posting Period: May 1, 2023-May 8, 2023

Application Process: Submit Cover Letter and Resume via email to: MassHire Hampden County Workforce Board, Inc., dcruise@masshirehcb.com

MHHCWB, Inc. is committed to a diverse workforce and is an EO/AA employer

May 2023