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**MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD  
POSITION VACANCY NOTICE  
(OPEN TO INTERNAL AND EXTERNAL APPLICANTS)**

**POSITION TITLE:** Youth Services Specialist

**REPORTS TO:** Youth Programs Manager

**JOB GRADE:** 3 (35 Hours per Week)

**HIRING RANGE:** \$50k - \$60k

**BENEFITS:** We offer an excellent work-life balance with generous time off and benefits:

- \* A friendly, team-oriented environment
- \* Hybrid & flexible work schedule
- \* Modern office setting
- \* Vacation, sick, holiday, and personal time
- \* Health, dental and retirement benefits
- \* Agency issued equipment
- \* Tuition assistance
- \* Work-related expenses

**POSITION SUMMARY**

To strengthen our team, the Youth Services Specialist (YSS) will implement a wide array of MassHire Merrimack Valley Workforce Board (MMVWB) programs available for area youth. Our YSS builds excellent relations with partners and employers to maximize the effectiveness and value of youth programs. The YSS works with our area youth to help them identify a career path that fits with available jobs in our region with good wages, benefits, and opportunities for advancement. We work to create the youth of today and tomorrow through successful placement, advocacy, and training. Will you be part of this exciting and dynamic team and mission?

**PRIMARY DUTIES & RESPONSIBILITIES (Full Job Description Available Upon Request)**

- Career counseling
- Develop, facilitate, and present workshops
- Case management
- Establish and maintain community and employer relations
- Facilitate work opportunities for youth
- Record keeping and data entry
- Flexible workweek during high activity periods

**QUALIFICATIONS**

A degree in Human Services, or a related field plus at least four years of experience working with youth and disadvantaged groups (a combination of education and experience could suffice). Must have the ability to follow verbal and written instructions and make appropriate decisions to meet specified goals. Previous experience in workshop facilitation is a plus. Must have own transportation and be willing to travel throughout the Commonwealth of Massachusetts – travel reimbursement included. Bilingual English/Spanish preferred. Computer proficiency including Excel, database entry and reporting. Favorable CORI/background check.

**POSTING DATE:** January 2, 2024

**APPLICATION DEADLINE:** Until Filled

**PLEASE SUBMIT COVER LETTER & RESUME TO:** Lynda Buote, Office Manager  
MassHire Merrimack Valley Workforce Board  
[jobs@masshiremvwb.org](mailto:jobs@masshiremvwb.org)

**EQUAL EMPLOYMENT OPPORTUNITY**