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## Youth Entrepreneurship Program Manager

430 Rindge Avenue, Cambridge, MA

### **JOB PURPOSE:**

Under the supervision of the Assistant Director of Youth Programs, the Youth Entrepreneurship Program Manager (YEPM) will design, manage, and instruct YouthBuild Just A Start's "Retail Entrepreneurship" career training track. We are looking for an experienced youth worker with a passion for unlocking economic mobility through entrepreneurship education. This is an exciting opportunity to lead a program department and reimagine our existing retail customer service curriculum by integrating entrepreneurship fundamentals and hands-on project-based learning. The ideal candidate will have a passion for youth development and entrepreneurship, with a strong commitment to empowering young people from diverse backgrounds to launch and grow their own businesses. Utilizing inclusive trauma-informed mentorship and encouragement, this team member will facilitate all program components including class planning and facilitation, exam proctoring, outcome tracking and reporting, partnership development, and career pathway cultivation.

### **KEY RESPONSIBILITIES:**

#### In the Classroom

- Develop and oversee the implementation of youth entrepreneurship and customer service curriculum that prioritizes diversity, equity, and inclusion.
- Create and deliver engaging classes that prepare students for credential exams and hands-on projects.
- Provide mentorship and support to program participants, ensuring equitable access to resources and opportunities.
- Help students specialize their skill sets through additional certifications and stackable credentials as appropriate.
- Develop a hands-on social enterprise practicum in coordination with construction training track.

#### In the Community

- Attend trainings and networking events hosted by curriculum partners and industry experts.
- Coordinate with curriculum partners to access additional instructional support and technical assistance as needed.
- Connect with local entrepreneurs to act as advisors, guest speakers, and student mentors.
- Cultivate diverse employment pathways for retail entrepreneurship students.
- Establish employment partners whose values and mission align with YouthBuild JAS.

#### Behind the Scenes

- Act as program component manager, responsible for student performance outcomes, weekly updates at staff meetings, and participation in team leads weekly meetings.
- Purchase all testing materials and seat licenses for student credential exams.
- Provide technical assistance to students when setting up online testing accounts.

- Collect student performance data and organize outcomes in CRM database (Salesforce).
- Analyze student performance, share learnings, and develop innovative proposals for improving training track.
- Prepare federal, state, and local funder reports highlighting student successes, challenges, and lessons learned.
- Ensure instructional methods and outcomes adhere to funder requirements.

### **QUALIFICATIONS / KEYS TO SUCCESS:**

Just A Start acknowledges that due to biased standards of professionalism in the workplace, many promising candidates who identify as women, LGBTQIA+, BIPOC, or those with disabilities, may not choose to apply unless they meet all job qualifications. Here at Just A Start, we encourage all candidates who are interested in the role to submit an application, even if they do not possess all job qualifications!

- Growth mindset, student-centered outlook, and reliability are a must.
- Equity-centered, enterprising professional who understands the systemic barriers that opportunity youth may face and passion for economic mobility work.
- Minimum of three (3) years working directly with opportunity youth in an educational context, demonstrating increasing levels of responsibility.
  - Entrepreneurship experience desired but not required.
- Bachelor's degree in business, education, or a related field. Master's degree preferred.
- Ability to develop caring and trusting relationships with youth participants.
- Awareness or direct experience with strengths-based, trauma-informed practices.
- Ability to work independently and collaboratively, manage multiple priorities, and meet deadlines and performance outcomes.
- Interest in program management, classroom facilitation, business fundamentals, curriculum development, and partnership cultivation.
- Excellent communication (written and verbal) and organizational skills.
- Familiarity with Gmail, GCal, GDrive, Zoom, and Salesforce (or other CRM) preferred.
- Ability to work on-site, Monday - Friday (8 AM - 4 PM).
- Acceptable CORI/SORI.

### **TO APPLY / WHAT TO EXPECT:**

Please submit a resume and cover letter that details your interest and qualifications for the role. Qualified candidates may expect the following interview process:

- 30-minute phone screen
- 1st Round Zoom Interview
- 1.5-hour final round in-person interview with YouthBuild students and staff

### **WORK REQUIREMENTS:**

This is a 37.5 hour per week in-the-office position. All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

Contributes to create and maintain a welcoming, caring, and learning culture. Lead and/or participate in community building efforts across the organization and contribute to dialogues about and across differences in identity, and regarding cultural barriers, racial bias, and workplace norms and expectations.

## **SALARY AND BENEFITS:**

The annual salary range for this position is \$65,000 – \$70,000. In addition to a competitive salary, Just A Start offers a comprehensive benefits package, including medical insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, transportation benefits, early release at 2pm every Friday, 20 PTO days in the first year, 13 paid holidays, volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution.

## **ABOUT JUST A START**

Just A Start believes that access to stable housing and sustainable careers are the essential building blocks of equitable communities. For more than 50 years, we have focused on meeting the fundamental needs of individuals and families who have been systemically denied opportunities to realize their full potential. Our programs include affordable housing, education and job training, and comprehensive support services, spanning Cambridge and beyond. We have developed and currently maintain 600 affordable apartments. To keep community members housed, we also offer financial and technical assistance to prevent evictions and support low- and moderate-income homeowners. Finally, we prepare individuals of all ages and circumstances with the skills and knowledge they need to secure fulfilling careers, leveraging their talents to achieve economic mobility and strengthen the region's workforce.

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

[APPLY HERE](#)