



Hyde Square Task Force | Youth Support Coordinator

Hyde Square Task Force (HSTF) is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded over 25 years ago, HSTF now engages more than 800 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our

mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

Position: Youth Support Coordinator, full-time, reporting to the Director of Arts and Education Programs

Job Summary: The Youth Support Coordinator will work as an integral member of the Jóvenes en Acción (Youth in Action) Team. Under the guidance of the Director of Arts and Education Programs, the coordinator will work on the intake and enrollment process for all Jóvenes en Acción (JEA) middle- and high-school program participants. The Youth Support Coordinator’s main responsibility is to provide direct support to participants in both group and individual settings through advising and creating linkages to critical resources and services. This staff person is also responsible for identifying and working closely with a subset of program participants and families as needed, to ensure success in JEA, which includes active participation and program completion. Additionally, the Youth Support Coordinator will work closely with the Education Programs Manager to ensure youth stay on track academically. Lastly, the coordinator will serve as a representative of all programs and HSTF externally at events, meetings, networks, etc.

Major Responsibilities:

- Coordinate the intake and enrollment process of JEA participants.
- Assess and identify critical opportunities where HSTF can provide support to youth and their families, to ensure JEA program attendance, participation, and completion.
- Reach out to JEA participants who are in need of wraparound support, develop an assessment, and coordinate a plan to address stated needs.
- Provide advising and support services in both group and individual settings to program participants.
- Work closely with the Education Programs Manager to develop and deliver a youth-centered, engaging curriculum designed to help youth develop social/emotional skills (e.g., communication, working in teams, etc.).
- Work closely with the rest of the JEA staff to monitor the overall well-being, performance, strengths, and challenges of program participants.
- In coordination with other JEA staff, maintain good communication with youth, families, and other providers as needed.
- Maintain an active caseload of JEA youth and families that are in need of additional, more intensive support/resources.
- Maintain an inventory of up-to-date resources available to families struggling with food and housing insecurity, financial instability, and other challenges that threaten the social, emotional, and financial stability of JEA participants and their families.
- Connect JEA youth and families to external resources and services, including counseling, housing, food, etc.
- Coordinate and grow an in-house basic resource program for JEA participants and their families (e.g. food distribution, personal hygiene products, special holiday drives).
- Ensure youth have access to external social/emotional support as needed.
- Represent HSTF at relevant service provider networks in Jamaica Plain and across Boston.

Other administrative responsibilities:

- Document encounters with youth and their families, including tracking and monitoring external referrals.
- Track in-house and external resource inventory.
- Attend and participate in weekly staff and youth programs meetings.
- Support all youth programs activities (orientation, youth recruitment, team building activities, etc.).
- Support and participate in a variety of organizational activities (events, workshops, etc.).

The above is not exhaustive. Other duties will be assigned.

Qualifications:

- Bachelor's degree in social work or related field.
- Bilingual in Spanish and English preferred.
- At least two years of youth development/case management experience, preferably with urban youth.
- Strong interpersonal communication skills and ability to facilitate small groups and workshops.
- Strong project management, computer, and communication skills.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Demonstrated ability to successfully work in goal-oriented team environment.
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism.
- Must be able to travel around Greater Boston.
- Flexibility to work hours as program needs change (occasional weekends).
- Successfully pass CORI and SORI background checks.

Salary:

Anticipated salary range is \$38,000 to \$43,000 commensurate with experience. Benefits include: medical insurance, parking, vacation time, personal days, paid holidays, sick time, 403(b) program, and a supportive work environment.

How to apply:

Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume and cover letter to Youthsupportcoordinator@hydesquare.org . **No walk-ins or phone calls please.**

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.