



BRA/EDIC EMPLOYMENT OPPORTUNITY

SENIOR PLANNER, YOUTH SERVICES

JOB POSTING: # 24-14

EMPLOYMENT STATUS: EDIC Employee

DIVISION/DEPT: Planning/Planning & Policy Development

POSTING DATE: 5/14/14

**This job posting will remain posted for 10 working days until (5/28/14) before a hiring recommendation can be made*.*

SUMMARY: Under the direction of the Deputy Director for Planning and Policy Development, identify and develop funding resources to support youth workforce development, education, juvenile justice, and youth development programs; research, design and develop plans for programs; participate in and coordinate annual procurement processes; and maintain current knowledge of needs of Boston labor market and educational systems as related to youth and young adults.

Generate resource development for youth programs as related to workforce development, juvenile justice, alternative education, and youth development. Research potential funding sources and develop program design for grant applications. As assigned, take the lead on grant proposals and participate in program implementation.

Coordinate the annual procurement processes including the development of Requests For Proposals and refunding documents for youth-related funding. Manage and participate in the proposal review and performance evaluation processes. Coordinate program planning for the WIA Youth, Alternative Education Initiative and other funding sources, using research to inform the design of upcoming RFPs. Conduct research to continually improve the quality of oversight and technical assistance provided to grantees.

Participate in the creation of the annual local plan and modifications as required by state. Work with JCS Youth department to ensure compliance with all funding source reporting requirements.

Convene or participate in discussions with city, state and local community partners to identify policy and program directions in accordance with agency objectives. Serve as designee on various advisory councils and planning councils. Establish and cultivate effective working relationships with external partners, such as the Boston Private Industry Council, Boston Public Schools, state workforce development agencies and the US Department of Labor.

Research trends and patterns in the local labor market and the education system to understand the education and workforce needs of Boston's youth and young adults, particularly those who are disconnected from the education system and/or employment. May conduct focus groups providing insight regarding service needs and impact on community residents or particular target groups. Write and disseminate results. Monitor and research education and workforce policy issues affecting services for youth and young adults.

Maintain records in accordance with city, state, or federal standards. Prepare and disseminate memos and reports on research results, policy issues, and procurement outcomes.

Contribute to organization and administration of the resource library and shared computer files. Disseminate new publications and write periodic reports on new resources.

Perform other related duties as required. While this position is focused on youth services, other responsibilities may be assigned from time to time.

QUALIFICATIONS: Work requires completion of a Bachelor's Degree, as well as a Master's Degree in a relevant field or the equivalent work experience in a public planning organization or community-based organization providing youth services. Skills required include quantitative analysis, statistics, and proposal writing, as well as ability to use office software.

GRADE: 19

HIRING RANGE: \$54, 434.43 - \$65, 426.43

Submit resume/cover letter to:

BOSTON REDEVELOPMENT AUTHORITY, HR

43 Hawkins Street, Boston MA 02114

E-Mail: HR.BRA@Boston.gov

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BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.