Fenway Community Development Corporation
Career Specialist - Job Description

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. The organization is a 501 (c) 3 non-profit. We have three program departments: Housing, Community Organizing & Planning, and Community Programs. Learn more about us at www.fenwaycdc.org

Fenway CDC seeks a full-time Career Specialist to manage its "Walk to Work" workforce development and resident services program that improves the quality of life for residents of the Fenway and other Boston residents. Reporting to the Director of Community Programs, the Career Specialist will provide 1-1 counseling, case management, and referrals to help residents overcome barriers to improve financial stability, advance their education, and explore stronger career pathways.

Responsibilities
Through service provision and referral, the Career Specialist helps youth, adults, seniors, and vulnerable individuals (e.g., people with special needs, those who have had prior justice system involvement, CORI issues, recent immigrants) access:
1. Financial stability services ranging from individualized financial coaching, accessing public benefits such as SNAP, childcare vouchers, fuel assistance, helping with eviction prevention and finding affordable housing.
2. Healthcare services and wellness programs.
3. Education programs (Adult Basic education, Hi-Set, English for Speakers of Other Languages, computer literacy, and certificate programs leading to career credentials)
4. Apprenticeships in carpentry, plumbing, and culinary arts

The Career Specialist will also establish relationships with employers and help connect residents to job openings documenting interactions and follow-up.

In addition, the Specialist will also coordinate an annual Career Fair with appropriate partner(s) to provide 50+ employer touchpoints. Included in the Fair activities will be real time resume writing tips and interviewing skills.

Education, Qualities, and Skills
• Degree in Social Work, Career Coach Certification, or equivalent
• Minimum of two years' experience helping low-income or vulnerable populations access financial stability services, advance education, and employment programs
• Ability to work independently and as a team to achieve program outcomes
• Knowledge of Boston area employers, job training and career pathways, job development, and web-based job search resources and techniques

- Experience working with young adults ages 18-24 and familiar with positive youth development frameworks
- Strong work ethic, a good sense of humor, and a commitment to social justice
- Proficient in Microsoft Office Suite, experience using data management software to track program outcomes, and prepare program reports
- Bilingual in English and any one of these languages (Spanish, Portuguese, Haitian Creole, Mandarin, Russian, Amharic and/or Arabic (written/verbal) strongly preferred
- Attention to detail in case management and documentation
- Ability to work in a multi-cultural, fast-paced environment

Salary and Benefits: Salary range will be commensurate with experience within a range of $55,000 to $60,000. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation, and holiday leave. This is a full-time (40hr/wk.) exempt position reporting to the Director of Community Programs.

To Apply: Please email resume and thoughtful cover letter to projects@fenwaycdc.org. Resumes and cover letters will be reviewed, and interviews will be scheduled on a rolling basis. Resume evaluation begins September 6th.

Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.