

## Job Description

**Job Title:** Youth Support Specialist (Summer Temp)

### **Position Overview:**

Youth Support Specialists will assist in supporting the Youth Peer Leadership Program at Mothers for Justice and Equality. Youth Support Specialists will assist in supporting 10-15 youth during Summer Program hours.

### **Position Requirements:**

- Assist in developing activities for youth enrolled in the Youth Peer Leadership Program at Mothers for Justice and Equality.
- Assist with providing coaching, mentoring and support to youth enrolled in the Youth Peer Leadership Program at Mothers for Justice and Equality.
- Assist in supporting youth program based projects, enrichment and recreation activities.
- Attends required meetings and staff development training.
- Assist in coordination and outreach with all Mothers for Justice and Equality events, primarily youth activities.
- Accompany youth to off site field trips, training and all other activities.
- Assist in supporting youth with educational goals, career goals and life goals over the duration of the program.
- Assist in collecting required surveys, assessments and all data needed.
- Assist in keeping track of youth attendance and punctuality.
- Assist in preparing and collecting documents for the Youth Peer Leadership Program.
- Perform all other duties as assigned

### **Knowledge and Skills:**

Microsoft word, Microsoft excel, PowerPoint

**Education:**

Bachelor's Degree, 1-2 years of experience in community organizing. 1-2 years of experience working with youth and families in urban settings.

**Job Type:** Part-time, Summer (Temp)

**Job Location:**

- Boston, MA 02120

**Required experience:**

Experience working with inner city youth: 1 year

Job Type: Part-time, Summer, Temp