

Position title: Project Coordinator: Juvenile Justice

Reports to: Associate Director

Parent/Professional Advocacy League is a small but impactful nonprofit working to make things better for children with mental health needs and their families. Based in Waltham and Worcester, our team works with families across the state who need help navigating services in behavioral health, juvenile justice and education. Our work depends on people who are committed, caring and self-motivated and can be both a self-starter and a great team member.

The Project Coordinator is a member of PPAL's project management team and is primarily accountable for supporting the contracted family support specialists who are based in the assigned regions attached to JDAI as well as training, creating materials for justice involved families and targeted family support.

The Program Manager must have experience gained by raising a child or youth with emotional, behavioral or mental health needs. This position is located in our Worcester office.

Responsibilities:

- Supervision and support of family support team focused on juvenile justice
- Provide support as needed to families who access PPAL resources and referrals
- Provide training (or co-training) on PPAL-developed topics and curriculum to family partners, agencies and/or members of the community
- Develop and revise materials for justice involved families.
- Oversee translation of materials
- Establishes project timeline and designs schedule based on DYS contract.
- Coordinate activities among PPAL staff to ensure delivery of all project milestones, including establishing required meetings and conducting appropriate follow up
- Collect and manage data as required under project requirements
- Support development of a communications strategy
- Represent the agency in external committees and meetings
- Other activities as determined by the Associate Director

Qualifications:

- 3-5 years experience in professional services organization
- Previous exposure to budget design and oversight helpful
- Bachelor's degree or experiencing providing direct support to families for 3-5 years
- Preference given to those who are raising or who have raised a child with behavioral health needs
- Must have reliable transportation. Statewide travel is required.
- Bilingual in English/Spanish is strongly preferred

Skills

- 1-3 years experience in human services, juvenile justice preferred.
- Ability to establish and maintain cooperative working relationships with a variety of individuals, especially families
- Excellent follow through and ability to consistently document activities
- Demonstrated experience building partnerships and building teams
- Demonstrated project management skills
- Excellent writing and communication skills
- Effective time management skills
- Fluency in Microsoft Office suite
- Competency in google applications such as gmail, powerpoint, etc.

Must have a strong desire to support PPAL's mission of improving the mental health and wellbeing of children and families. Must have access to car- some driving required.

Salary in low 40's