

Job Title: Youth Grant Management Specialist

Job Summary: The MassHire Hampden County Workforce Board (MHHCWB) is seeking a Youth Grant Management Specialist to support the administration, oversight, and implementation of state and federally funded youth workforce development programs.

The Youth Grant Management Specialist plays a key role in ensuring youth programs and grants are effectively implemented, meet established performance goals, and comply with applicable funding requirements. The position works closely with youth program providers, community partners, employers, schools, and other workforce development stakeholders to coordinate services and expand education, training, and employment opportunities for young people throughout Hampden County.

The position also supports, as needed, eligibility determination, program monitoring, data tracking, quality assurance, and reporting for programs including YouthWorks, Connecting Activities, WIOA Youth, and other youth workforce initiatives administered by MHHCWB.

The Youth Grant Management Specialist reports to the Director of Youth Services.

Primary Responsibilities:

- Manage a portfolio of state and federally funded youth workforce development grants and initiatives, ensuring programs are implemented in accordance with grant agreements, contracts, program guidelines, and applicable requirements
- Monitor program performance, participation, expenditures, and outcomes; maintain accurate program records and ensure required tracking and reporting are completed accurately and on time
- Conduct program monitoring and quality reviews of contracted service providers, including site visits; identify performance or compliance issues and provide technical assistance and follow-up as needed
- Coordinate eligibility determination, enrollment, and required documentation for YouthWorks, WIOA Youth, and other youth programs as assigned
- Serve as a primary point of contact for assigned grants and programs, participating in meetings, trainings, and technical assistance sessions with funding agencies, subcontractors, and other partners
- Develop and maintain strong partnerships with schools, community-based organizations, employers, training providers, and other stakeholders to expand education, training, and employment opportunities for youth
- Work collaboratively with MHHCWB staff and external partners to coordinate activities and align services across youth programs and funding streams, including supporting Youth Council, vendor, and community partner meetings
- Participate in youth recruitment activities, job fairs, employer events, program celebrations, special projects, and other youth workforce initiatives, and perform other related duties as assigned by the Director of Youth Services



Qualifications and Requirements

The requirements listed below are representative of the knowledge, skills, and abilities needed to successfully perform the essential functions of the position.

Education

- Associate's degree required; bachelor's degree preferred.

Experience

- At least two years of relevant professional experience in workforce development, program administration, grant-funded programs, project coordination, or a related field preferred.
- Experience working with youth workforce development, education, or employment programs is preferred.

Skills

- Strong organizational skills and attention to detail, with the ability to maintain accurate program records and documentation.
- Ability to manage multiple projects, deadlines, and responsibilities in a fast-paced environment.
- Strong interpersonal and communication skills, with the ability to work effectively with youth, staff, program partners, employers, and other stakeholders.
- Strong problem-solving skills and the ability to identify and resolve issues effectively.
- Proficiency in Microsoft Office and comfort working with databases, spreadsheets, data entry, and electronic recordkeeping systems.
- Ability to interpret and follow program requirements, policies, procedures, and documentation standards.
- Ability to work independently while also contributing effectively as a member of a team.

Qualified individuals should apply by the deadline of **October 30, 2026**, by submitting a resume with cover letter to info@MassHireHCWB.com