

## **NSB Consultant Description - Communications & Community Engagement**

New Skills Boston (NSB) seeks a consultant to drive strategy on communications for the initiative and stakeholder engagement with support from a cross-partner working group focused on stakeholder engagement. The working group will be composed of stakeholders across the 8 partner organizations in NSB: [Boston Public Schools](#), [Boston Private Industry Council](#), [Bunker Hill Community College](#), [The City of Boston](#), [Office of Workforce Development](#), [Massachusetts Executive Office of Education](#), [UMass Boston](#), [The Boston Foundation](#), and facilitating partner, [EdVestors](#). The consultant will facilitate and support the working group to discuss and complete coordinated, collaborative actions aligned with the NSB Vision and Action Plan and provide timely updates that can be shared with the New Skills Boston Leadership Team. The consultant will also be integral in developing community relations related to the initiative that will inform strategy and grow the network that supports NSB.

### **Responsibilities:**

- Guide and drive the strategy for Communications and Community Engagement in collaboration with the Stakeholder Engagement working group in order to ensure conversations, tasks, and products meet the stated objectives of the working group, complete articulated actions steps within the NSB initiative, and achieve timely milestones
- Manage the day-to-day tasks of the working group to prepare agendas, co-facilitate meetings and communicate with working group members to make progress on key deliverables. This work will be supported by and done in collaboration with EdVestors staff and an NSB Leadership Team member, but the consultant is an important driver of implementation
- Prepare updates on group decisions, next steps, and areas of needed feedback that can be shared with the Leadership Team
- Coordinate with EdVestors around project management, cross working group connections, and technical assistance needs.
- *Undertake other duties or special projects as assigned. This posting is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities.*

### **Time Commitment:** 8-12 hrs a month/ per working group for 12 months

- Materials development; meeting preps and follow ups; working group updates and deliverable development (approx. 4-6 hrs per month)
- Meetings with working group, a minimum of 1x per month (this may be increased based on need or project timeline, approx. 1hrs)
- Stakeholder meetings (as determined by partner organizations, 2-3 hrs per month)
- Coordination meeting with EdVestors staff in addition to working group meeting per month (1-2 hrs)

### **Qualifications**

- Experience and demonstrated success in facilitating and implementing cross-sector collaborative efforts
- Excellent written and oral communication skills with the ability to clearly articulate the NSB mission, vision, value, and impact to diverse groups
- Experience with developing strategic communications for a range of audiences
- Strong ability to collaborate with a variety of stakeholders including public school district, postsecondary, city and state agencies, workforce development partners, and community organizations
- Adept at multitasking, meeting deadlines, and engaging a diverse audience of leaders
- Outstanding organizational skills, with a high level of attention to detail and the ability to manage projects through to completion
- Experience developing innovative methods, platforms, and channels to engage a range of stakeholders

## Stakeholder Engagement

The stakeholder engagement group is responsible for

- Coordinating partners to reach out to their stakeholders in key areas that will inform program design. The group will contribute to communications materials, stakeholder prompts, and ensuring that key voices are represented and amplified in this work. They will also ensure that NSB is represented in relevant forums or tools for stakeholder engagement, such as the Employer network or ensuring a career pathways questions is included on the Senior Exit survey
  - Key Activities include but are not limited to:
    - Providing input and vetting stakeholder engagement materials including survey prompts and conversation guides for focus groups
    - Reviewing and identifying key feedback to share with the Leadership Team to guide program design
    - Designing an iterative and sustainable process to engage stakeholders and incorporate their feedback routinely in NSB
- Beyond program design phase, the stakeholder engagement group will be responsible for enlarging and communicating with the network of cross-sector (community partners, employers, learning institutions) collaborators to deepen the commitment for this system-level, equity-focused work across a broader group of stakeholders

## Position Details

- Project Period: June 2021-June 2022
- Project Location: Boston (Note: All engagement is currently virtual and opportunities for in-person engagement will be contingent on city and state public health and safety guidelines)
- Work closely with the Director of Career Pathways
- Approximately 8-12 hrs/month
- Compensation: Hourly consultant rate of \$100-\$125

EdVestors is an equal opportunity employer. At EdVestors, we strive to maintain an inclusive, flexible, and diverse work environment, and our team is made stronger by the diverse backgrounds, experiences, and perspectives within our staff.

To apply for this position, please submit the following information to LaVonia Montoute, EdVestors Director of Career Pathways, [montoute@edvestors.org](mailto:montoute@edvestors.org) by **June 11th**.

- Name, contact information, and qualification of the applicant (please include resumes)
- A brief proposal which describes:
  - Interest and relevant experiences for this type of project
  - Preference to work with one or both groups
  - A description of your envisioned process or strategy to engage the working group to advance key action steps towards project outcomes
- A work sample from a similar type of project
- Estimated costs for the project based on information provided
- References (references from similar projects are appreciated, but not required)

### ***New Skills Ready Network***

New Skills ready network, launched by JPMorgan Chase & Co. in 2020, bolsters the firm's efforts to support an inclusive economic recovery, as part of both their \$350 million, five-year New Skills at Work initiative to prepare people for the future of work and their new \$30 billion commitment to advance racial equity. Advance CTE and Education Strategy Group are working with sites to improve student completion of high-quality career pathways in six US communities.

The six New Skills ready network sites are: Boston, Massachusetts; Columbus, Ohio; Dallas, Texas; Denver, Colorado; Indianapolis, Indiana; and Nashville, Tennessee. These sites are formulating new partnerships between local school systems, higher education, employers, and government entities to develop pathways and policy recommendations that give underserved students access to higher education and real-world work experiences that lead to high-wage, in-demand jobs.

### ***New Skills Ready Boston - Vision***

This is what we updated to: New Skills Boston (NSB) is a multi-year strategy that leverages cross-sector partnership to dramatically increase the number of Black, Latinx, Asian, and/or Indigenous students, students with disabilities, and English Learners who have access to and progress through pathways that are engaging and relevant, address community needs, and prepare young people to enter meaningful careers.

The Boston partners engaged in a deep needs' assessment and action planning process that led to a vision for the work and focused activities in year 1. Our vision for Boston in 2025 is:

- ❖ A city where social, institutional, and systemic barriers to entry and success are removed so that all young people can access quality career learning opportunities that support their exploration, informed decision making, and preparation for their future opportunities and postsecondary paths.
- ❖ A transformed system that recognizes students of color as "holders and creators of knowledge" and values the cultural wealth they bring to schools through their knowledge, skills, abilities to navigate their context despite systemic barriers, such as structural racism which threaten equitable outcomes.
- ❖ A learning environment, inclusive of settings from the schoolhouse to the workplace, with connected systems that employ equity-minded and asset-based strategies and accountability measures prioritizing the inherent strengths of students, their networks, and community, while also eliminating barriers and addressing systemic inequalities
- ❖ A public-school district where every student can progress through pathways that are engaging and relevant, enhance their community, offer direct connections to postsecondary, and prepare young people to enter meaningful careers.

### ***New Skills Ready Boston Partners***

- ❖ [EdVestors](#)
- ❖ [Boston Public Schools](#)
- ❖ [Bunker Hill Community College](#)
- ❖ [UMass Boston](#)
- ❖ [Boston Private Industry Council](#)
- ❖ [Massachusetts Executive Office of Education](#)
- ❖ [The Boston Foundation](#)
- ❖ [The City of Boston, Office of Workforce Development](#)