



OPEN POSITION: Senior Youth Pathways Specialist (Grant-Funded Position) at the Memphis Medical District Collaborative (MMDC)

Organization Overview

The Memphis Medical District Collaborative (MMDC) seeks a **Senior Youth Pathways Specialist** to join our growing team. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, a collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn, and play.

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, our work is organized around six key areas of focus:

1. **Streets & Public Spaces** – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas, and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance, and environmental and cleanliness improvements.
2. **Development** – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. **Economic Development** – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority, and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. **Marketing and Communications** – Promoting the organization’s mission, values, and impact to various stakeholders through creatively telling the District’s and the organization’s story.
5. **Real Estate** – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed-income places.
6. **Workforce Strategies** – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage, and a growing career field.

Title	Senior Youth Pathways Specialist
Reports To	Senior Director of Workforce Strategies
Summary	We are seeking a Senior Youth Pathways Specialist to join our team at MMDC, recognized as one of Memphis Business Journal’s Best Places to Work in 2024 and 2025. The Senior Youth Pathways Specialist serves as the primary coordinator for Career Launch Academy and MMDC’s youth career pathway initiatives. This position develops and coordinates partnerships, programs, and student experiences that prepare youth for postsecondary education, workforce training, and high-demand careers. Working closely with schools, employers, and community partners, the Senior Youth Pathways Specialist expands career pathway opportunities and strengthens the region’s youth talent pipeline.

Experience and Qualifications	Required • Bachelor's degree in Education, Human Services, Workforce Development, Public Administration, Healthcare Administration, or a related field. • Three or more years of experience in youth development, education, workforce development, career pathways, or a related field. • Strong relationship-building, and organizational skills. • Ability to manage multiple priorities and work effectively with diverse stakeholders. Preferred • Experience working with K-12 schools, postsecondary institutions, employers, or workforce development organizations. • Experience supporting career pathways, dual enrollment, work-based learning, or college and career readiness initiatives. • Knowledge of healthcare career pathways and workforce development systems.
Salary Range	\$55,000 - \$65,000 commensurate with experience.
Key Benefits	• Hybrid schedule • Generous benefit package • Parental leave • Professional development opportunities • 401(k) employer match • 20 Days per calendar year of paid leave • At least 10 office closing days for public holidays • Up to 10 remote workdays while traveling • Phone reimbursement
Physical Requirements	• Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-10 pounds). • Lifting/moving supplies. • Tasks may involve extended periods at a keyboard or workstation.

Essential Duties and Responsibilities:

- **Youth Pathway Implementation**
 - Coordinate implementation of high school healthcare pathway initiatives, including Healthcare Foundations and CNA programs.
 - Support the launch, growth, and continuous improvement of pathway programs.
 - Monitor pathway participation, student progression, and program outcomes.
 - Identify opportunities to strengthen pathway experiences and student success.
- **School & Postsecondary Partnerships**
 - Serve as the primary point of contact for participating schools.
 - Build and maintain relationships with school leaders, counselors, teachers, and administrators.
 - Support the identification, assessment, and onboarding of future school partners.
 - Coordinate with colleges and training providers regarding pathway implementation, course scheduling, enrollment processes, and student supports.
 - Support dual enrollment and postsecondary transition efforts.
- **Career Launch Academy Coordination**
 - Coordinate annual planning and implementation of Career Launch Academy.
 - Support student recruitment, enrollment, orientation, and participant engagement activities.
 - Coordinate communication with students, families, schools, and partners.

- Support the development of new program opportunities and enhancements.
- **Work-Based Learning & Career Exposure**
 - Design and coordinate engaging career exploration experiences that connect students to healthcare and other high-demand careers, including employer visits, guest speakers, job shadowing, simulations, field trips, internships, apprenticeships, and other work-based learning opportunities.
 - Develop and maintain relationships with employer partners.
 - Coordinate pathway-related events and student engagement activities.
- **Youth Talent Pipeline Development**
 - Support the development and implementation of future youth workforce initiatives.
 - Assist with the design and implementation of middle school engagement strategies and youth boot camps.
 - Research and recommend promising practices that strengthen youth career pathway participation and outcomes.
 - Support special projects related to youth talent pipeline expansion.
- **Student Engagement & Success**
 - Monitor student participation, attendance, engagement, and progression across youth pathway initiatives.
 - Coordinate supports and interventions with school, postsecondary, and community partners as needed.
 - Maintain regular communication with students and families to promote successful participation and completion.
 - Identify and escalate barriers that may impact student success.
- **Program Administration & Reporting**
 - Maintain participant records and program documentation.
 - Track program outcomes, performance measures, and pathway progression data.
 - Prepare reports, presentations, and updates for internal and external stakeholders.
 - Support grant implementation, compliance, and reporting requirements.
 - Coordinate meetings, communications, and partner engagement activities.
- **Additional Responsibilities:**
 - Performs other duties and special projects as assigned to support the mission, goals, and operational needs of the Memphis Medical District Collaborative (MMDC).

Work Authorization: Applicants must be legally authorized to work in the United States. MMDC does not provide employment visa sponsorship.

Submittal

If you are interested in applying, please upload your resume and cover letter [here](#).

Applications will be evaluated on a rolling basis, so please submit as soon as possible. In your cover letter, tell us why you are interested in this role and how your past experiences make you an ideal candidate for our growing not-for-profit, community development organization

NO PHONE CALLS. For more information: www.memphismedicaldistrict.org