

*The mission of the Office of Workforce Development (OWD) is to expand employment and training opportunities for Cambridge youth and adult residents. Through a combination of direct service, program coordination, and outreach efforts, OWD services reach over 1000 residents and businesses each year.*

## The Latest Word on:

- OWD's extended summer of programs and events in support of summer jobs for teens
- How an OWD program helped Cambridge be named one of the 100 Best Places for Young People
- OWD thanking summer employers

## MILLENNIUM MAKES A DIFFERENCE

Millennium Pharmaceuticals, Inc., with over 1,200 employees in Cambridge, is one of the City's largest employers and one of the fastest growing biopharmaceutical companies in the industry. With one market-leading product and twenty strategic alliances with other leading pharmaceutical and biotechnology companies, Millennium has experienced tremendous growth in its twelve-year history. Despite the company's size and stature, the core values on which it was founded are still very much a part of the work climate and drive the company's desire to be an active part of the Cambridge community. The *Millennium Makes a Difference Campaign* offers a vehicle for employees who want to get involved in service and outreach efforts in the community. By participating in company-wide community service days, holiday giving programs, blood drives and individual days of service, employees have many opportunities to connect with the Cambridge community. The company also places tremendous value in hiring, motivating and developing outstanding

people. Finding ways to build its future workforce is a necessary part of this effort.

Millennium is invested in connecting with the young people of Cambridge. Mark Rodgers, Associate Director of HR Operations, has been running a formal program for high school students for about two years. In the spring, he recruits a high school sophomore who starts working in the summer and then continues working through his or her

that are important for Millennium's business. Millennium's current high school worker, Genie Charles, is a bright, dedicated, and accomplished young woman who attends Cambridge Rindge and Latin School. She is responsible for filing confidential employee records, assembling employee recruiting, hiring, and termination kits, and preparing company mailings. Charles appreciates the opportunities Millennium has offered her: "My experience at Millennium has been really valuable. I get to work with confidential documents and have learned how to be very careful. My supervisors have taken me to conferences, given me feedback on my college essay, and even taken me on a duck tour. While working here, I've learned that it is important for me to challenge myself so that I can become one of the best in my career."



Genie Charles, a senior at Cambridge Rindge and Latin School, sits with Mark Rodgers (left) and her direct supervisor, John Kelly, outside of Millennium Pharmaceuticals.

junior and senior year of high school. The student is thoroughly trained on professionalism, appropriate behavior, and expectations of the workplace. Rodgers emphasizes that the student job consists of serious tasks

The benefits of this high school program to Millennium are significant. Rodgers emphasizes the value of having a consistent employee (unlike temps who come and go) and the assurance that work and filing



# HOW WE SPENT OUR



## A Unique Networking Event

It's a common belief that Memorial Day is the unofficial start to summer. But for those of us working on behalf of teens looking for summer jobs, the summer season starts early.

In **March**, OWD brought youth and business people together for a unique networking lunch (see photos above and below). The event, co-sponsored by Forest City Management, was an opportunity for Cambridge teens to work as their own advocates, showing local business leaders all they had to offer as employees. The members of the business community in attendance were impressed with the professionalism of the young people, and for many, it galvanized their intentions of finding new ways to work with teens.



## Take 2

In **April**, our efforts on behalf of youth and adults seeking better opportunities continued with our "Take 2" event (see photo below).

Take 2 showcased career areas that are growing and



have strong earning potential, but which only require two years of school or training. Representatives from those career areas were on hand to discuss how they had gotten involved in their field, what training they had needed, and what opportunities were now available. Teens and adults toured the room, hearing from the professionals in fields ranging from health care to legal services to automotive technology. Participants could also meet with representatives from local schools which provide the training needed to transition into one of these career areas.



## Mayor's Program

In **May**, before the unofficial start of the summer season, staff from OWD collected over 850 applications for the Mayor's Summer Youth Employment Program (MSYEP).

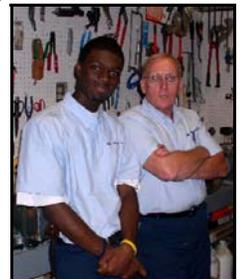
OWD has managed the Mayor's Program for nine years, during which the program has grown from serving 450 youth to the 750 who were hired to work this summer. MSYEP is entirely funded by the City of Cambridge, confirming the City's commitment to youth employment. The six-week Mayor's Program kicked off with the annual Field Day event in **July** (see photo below). Youth then worked in government agencies and non-profits. Many worked with young children in camps and daycare centers. Others did office work, had maintenance jobs, worked on arts projects, or participated in academic enrichment projects to better prepare for the school year.

In post-program surveys, 95% of responding sites expressed satisfaction with the youth assigned to them.

## Summer Jobs Campaign

Private sector employers worked together with program representatives from TeenWork of Just A Start, the Work Force of the Cambridge Housing Authority and OWD to hire dozens of young people this summer.

This year, the Chamber of Commerce joined the effort through the Cambridge Challenge, an effort to connect adults and youth in meaningful ways. Youth sixteen and up were hired by local employers in a wide variety of jobs, ranging from clerical aides (like Farelene Rivera with supervisor Michaela Carroll below) to engineering assistants



(like Junior Therenciel with supervisor George McLaughlin above). Employers

receive ongoing support to ensure a successful match. TeenWork, the Work Force, OWD, and the Cambridge Challenge will all be working into the school year to develop employment opportunities for Cambridge teens for summer 2006.

# SUMMER "VACATION"



## Youth Works

**July** also saw the start of a new program for OWD. Always seeking to increase employment opportunities for older youth, OWD applied for and received grant funding for a new youth employment program. Twenty-two young people participated in the Youth Works Program (see photo above). The competitive program matched the youth with non-profit agencies and provided the youth with job-readiness training, while offering the work-sites ongoing support.



## Thank You!

The Summer Jobs Campaign came to a close in much the way it began, with adults and teens coming together to share their work experiences. Our annual Summer Jobs Campaign Thank You event was held in **September** at the Inn at Harvard (see photo below). While snacking and chatting, those present also had a chance to recognize the recipients of the Warren P. MacEachern Outstanding Employer Awards: Boston Properties and Cheryl Markarian of Hi-Tech Auto Body.

**-George Hinds**

**The City of Cambridge and the Cambridge Challenge gratefully acknowledge those businesses that provided employment opportunities to Cambridge teens through the 2005 Summer Jobs Campaign.**

Abt Associates  
 ATG  
 BBN Technologies  
 Boston Properties  
 Broadway Market  
 Cambridge Headstart  
 Cambridge Housing Authority  
 Cambridge Office for Tourism  
 Cambridge Savings Bank  
 Cambridge Scientific Products  
 Cambridge Technology  
 Cambridge Trust Company  
 Camp Dresser & McKee  
 Charles Stark Draper Laboratory  
 East Cambridge Savings Bank

East End House  
 Gravestar Realty  
 Harvard University  
 Henry Buckner School  
 Hi-Tech Auto Body  
 Hotel @ MIT  
 Hyatt Regency Cambridge  
 The Inn at Harvard  
 International Press of Boston  
 Irving House at Harvard  
 Marsha Morris and Associates International  
 Massachusetts Institute of Technology  
 Millennium Pharmaceuticals  
 National Bureau of Economic Research  
 Pemberton Market  
 S&H Construction  
 SEA Consultants



## Millennium (Cont.)

will be done consistently and will be kept up-to-date. In addition, permanent staff, especially entry-level workers, get the chance to do supervision by giving day-to-day direction to the student. The program also benefits entry-level staff who would prefer not to do clerical work, but rather spend their time on more demanding assignments.

In the spring, Rodgers conducts a rigorous interview process to identify the right student. The most important factor Rodgers considers is the student's extracurricular activities and how these would balance with a work schedule. At the same time, he also recognizes that it is important for supervisors to be flexible and know that the young person is a student first. Supervisors are expected to engage in honest communication and encourage students to tell them

ahead of time about upcoming tests or school obligations. An important and lengthy job, like purging the files of terminated workers, is a perfect job for a high school student because it does not have daily deadlines. Once hired, the student is considered an integral part of the company and is included in staff meetings and company events at Millennium.

Rodgers states, "Everything is optimized in this program:

the wages, the quality and consistency of work, and the opportunity for internal staff to stretch." Rodgers also finds the motivation of student workers to be much higher than that of temporary workers. According to Rodgers, starting a high school program is "a great business decision."

**-Sue Walsh &  
 Jeannette Sheahan**



Department of Human Service Programs  
 51 Inman Street, Second Floor  
 Cambridge, MA 02139  
 Phone: (617) 349-6234  
 Fax: (617) 349-4766

Office of Workforce Development



**OWD Staff:**

**Sue Walsh**, Director  
**Susan Mintz**, Director of Adult Employment  
**Jeannette Sheahan**, Youth Employment Coordinator  
**George Hinds**, Youth Services Coordinator  
**Miriam Gonzalez**, Program Assistant

[www.cambridgema.gov/dhsp/owd](http://www.cambridgema.gov/dhsp/owd)

*OWD does not discriminate on the basis of age, race, creed, color, national origin, gender, sexual orientation or disability. OWD will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request.*

**OWD PROGRAM ONE REASON CAMBRIDGE IS AMONG 100 BEST**

The Neighborhood Service Project (NSP) was cited as one of the reasons Cambridge was selected as one of the 100 Best Places for Young People in the United States. The designation was made by America's Promise, an organization founded by former Secretary of State Colin Powell and dedicated to the support of America's youth. Cambridge was selected from over 1,000 applicants. NSP was developed by the Office of

Workforce Development eight years ago to provide youth ages 14 and 15 with a chance to address a need or problem they see in their community. Using a community service learning model, young people serve their community, gain leadership skills and demonstrate essential skills of the working world. NSP runs each spring, and is a collaboration between OWD

and the Cambridge Youth Programs. In recent years, youth have chosen topics such as homelessness, community spirit, diversity, and relationship violence to work on, and have put together resource libraries, community-based cook books, and guides for teens. In announcing the winners of the 100 Best designation, America's Promise stressed collaboration of public and

private agencies as an essential component of the winning proposals. NSP was listed among a handful of specific programs that allowed Cambridge to stand out from other applicants and earn a spot among the 100 Best. For more information about the 100 Best Places for Young People, visit [www.americaspromise.org](http://www.americaspromise.org).

**-George Hinds**