

AchieveMpls Job Posting: Step Up Employer Engagement Manager

Position Overview

The Step Up Employer Engagement Manager works with program and community leaders to ensure the overall success of the Step Up Youth Employment Program. The primary focus of the position is to manage employer engagement, from building relationships, recruiting and securing jobs, year-over-year retention and ongoing support to our employer partners. This position manages three employer engagement associates who carry out the day-to-day responsibilities of recruiting employers and coordinating their participation in Step Up. This person is also responsible for developing and implementing communications with employer partners and guiding their team in utilizing program data to track and facilitate employer-focused efforts.

About Step Up

The Step Up Youth Employment Program prepares today's youth for tomorrow's careers by recruiting, training and placing more than 1,400 young people (ages 14-21) in paid internships each year with over 200 regional employers, from Fortune 500 companies and small businesses to public agencies and nonprofits. As one of the nation's leading youth employment programs, Step Up leverages a collective of more than 200 partners spanning 15 industries and multiple sectors. The program helps organizations diversify their workforce and build a base of young, skilled workers for the entire region. Step Up has provided over 28,000 internships since 2003, yielding a competitive talent pipeline, a stronger economy and millions of dollars in wages for Step Up interns. Step Up is a partnership of the City of Minneapolis, AchieveMpls, DEED CareerForce Centers and Project for Pride in Living.

The Young People We Serve

Step Up supports historically underrepresented Minneapolis youth who are ready to navigate the professional world. Step Up interns are the leaders of tomorrow, the talent that will power our region and reflects the global fluency of our communities. Nearly 89 percent of Step Up interns are youth of color and more than 48 percent come from immigrant families. Interns were born in over 30 countries and speak more than 20 unique languages.

Duties and Responsibilities

- Collaborate with AchieveMpls and City of Minneapolis leadership to develop and deliver annual Step Up internship goals, strategies and plans.
- Develop employer recruitment strategies, set goals and targets, define processes and procedures, set timelines and ensure accountability to annual job goals.
- Identify and lead engagement with select current and prospective employers, focusing especially on high-growth industries and companies.
- Train, manage and lead a team of three employer engagement associates to execute internship recruitment plan.
- Work closely with the Step Up youth services manager and program director in planning and coordinating throughout the year to ensure holistic program and maximize success with employer partners and youth participants.
- Design and oversee execution of employer orientation.
- Work with the Step Up program director the AchieveMpls marketing director and the City of Minneapolis to establish, coordinate and implement communications plan to support employer participation.

- Coordinate development of marketing materials for prospective and existing employers.

Required Qualifications and Experience

Required:

- Belief that all students can succeed, and experience in supporting student success.
- Commitment to education and employment equity, career and college readiness, and workforce development
- Three years demonstrated success in cultivating and building relationships with public, private and nonprofit partners. Ability to close a deal and coach others to do the same.
- Three years of experience managing and leading complex projects with tight timelines.
- Proven ability to use data to develop strategy and guide processes.
- Experience managing and coaching a team and ensuring accountability for results.
- Excellent oral and written communication skills.
- Experience with relational databases preferred, particularly Microsoft Dynamics CRM.
- Flexibility and persistence; determination and drive.
- Ability to adapt, innovate and solve problems in a fast-paced environment.
- Ability to manage, inspire and coach a team while ensuring accountability for results.
- BA/BS in relevant field

Preferred:

- Experience in marketing, communications, sales or event planning
- Knowledge and experience in work-readiness or secondary education
- Experience managing and motivating a team

Salary Range

Full-time position. Salary \$50,000-\$60,000 depending on experience.

To Apply

Applications are welcomed from a broad range of applicants. Send resume and letter of interest to HR@achievempls.org. This position is open until filled; applications received by September 7 receive preference.

AchieveMpls is an Equal Employment Opportunity Employer

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant community. Each year we manage Career & College Centers and Career Pathway Centers in 15 MPS and Saint Paul Public Schools high schools, collaborate with our partners to train and place Minneapolis youth in paid internships through the Step Up Youth Employment Program, engage hundreds of volunteers as career exploration volunteers, host public education events, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

Our Commitment to Equity

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent

the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.