

AchieveMpls Job Posting: Step Up Employer Engagement Associate

Position Overview

The Step Up Employer Engagement Associate provides vital support to Step Up partner companies and staff to maximize summer internship opportunities. Working alongside the Step Up program team, the Employer Engagement Associate will develop and execute strategies for engaging current and prospective employers at Minneapolis-St. Paul companies. They will also match youth to internships, assist in student work readiness trainings and other large-scale events.

About Step Up

Step Up prepares today's youth for tomorrow's careers by recruiting, training and placing more than 1,300 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. Step Up has provided over 27,000 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 AchieveMpls, the City of Minneapolis, 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

- Promote and market Step Up to Minneapolis-St. Paul companies.
- Recruit internship opportunities among existing employers and new prospects.
- Provide outstanding customer service to Step Up partner companies.
- Continually update CRM database to track each company's progress in developing annual internship plans and the collection of required information/documents
- Deliver recruitment presentations to large and small groups of prospective employers.
- Support Step Up work readiness trainings and enrichment events for Minneapolis youth.
- Make quality internship placements based on employer needs and student skills and interests.
- Serve as a job coach to offer ongoing, additional support to Step Up interns and supervisors.
- Support Step Up career pipelines, industry specific pathways for young people to explore career interests.
- Other duties and special projects as assigned by supervisor.

Qualifications

Required:

- Task-oriented, results-driven team player
- Willingness to help and complete multiple projects at once
- Persistent, flexible and able to thrive in a fast-paced environment
- Strong organizational skills, attention to detail, ability to meet deadlines
- Excellent oral and written communication skills
- Determination and drive, excellent problem solving skills
- An open, positive attitude and commitment to youth
- Competency in Microsoft Office and database applications
- Bachelor's degree from accredited college or university or equivalent work experience
- Individuals with proven success in sales are encouraged to apply

Preferred:

- Experience in marketing, communications or sales
- Knowledge and experience in work-readiness, secondary education or college-readiness
- Experience with Microsoft CRM

Salary Range

\$37,000 - \$42,000 depending on experience.

To Apply

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to HR@achievempls.org. Priority consideration will be given to applications received by August 28.

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.