

**AchieveMpls Job Posting:
STEP UP YOUTH EMPLOYMENT PROGRAM
PROGRAM MANAGER**

Position Overview

The Step Up Program Manager leads all AchieveMpls Level 2 programming for the [Step Up Youth Employment Program](#). Working closely with Step Up staff and organizational partners in planning, coordinating and delivering Step Up services with interns and employers, this team member is critical to the overall success of the program. Primary responsibilities include managing high school intern recruitment and communications, coordinating intern work-readiness training, and overseeing all engagement with Level 2 employers, including relationship-building, recruiting and securing internships, and year-over-year retention. This position also manages AchieveMpls Step Up youth services and employer engagement team staff

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, CareerForce Minneapolis 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.

Primary Duties and Responsibilities:

- Collaborate with AchieveMpls and City of Minneapolis leadership to develop annual Step Up youth participation goals, strategies and plans.
- Develop and lead all youth-directed engagement, communications and activities.
- 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 prospective Step Up employers, focusing especially on high-growth industries and companies.
- Design and oversee execution of employer orientation and ongoing support during intern hiring process and summer internships.
- Work with AchieveMpls marketing director and City of Minneapolis to develop marketing materials and coordinate and implement communications plan to support employer and youth participation.
- Develop intern work readiness training events; establish training structures and procedures; hire and manage temporary training staff
- Train, manage and lead a team of up to six Step Up program staff

Minimum Experience and Qualification Requirements:

- Belief that all students can succeed, and experience in supporting student success
- Three years of demonstrated success in cultivating and building relationships with public, private and nonprofit partners.
- Three years of experience managing and leading complex projects with tight timelines.
- Experience managing, inspiring and coaching a team and ensuring accountability for results.
- Ability to establish priorities and manage large-scale projects effectively.
- Ability to close a deal and coach others to do the same.
- Proven ability to use data to develop strategy and guide processes.
- Excellent oral and written communication skills.
- Experience with relational databases preferred, particularly Microsoft Dynamics CRM.
- Experience in marketing, communications, sales or event planning a plus.
- Knowledge and experience in work-readiness or secondary education preferred.
- Flexibility and persistence; determination and drive.
- Ability to adapt, innovate and solve problems in a fast-paced environment.
- Commitment to education and employment equity, career and college readiness and workforce development.
- Bachelor's degree in relevant field.

Salary Range

Full-time position. Salary \$58,000 - \$65,000 depending on experience

To Apply

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to HR@achievempls.org. This position is open until filled. Priority consideration will be given to applications received by Friday, March 20.

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 in 15 MPS and Saint Paul Public Schools (SPPS) high schools, collaborate with our partners to train and place 1,400 Minneapolis youth in paid internships through the Step Up Youth Employment Program, engage hundreds of volunteers as career exploration volunteers, 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.