

## **AchieveMpls Job Posting: Step Up Youth Services Associate**

### **About AchieveMpls**

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip Minneapolis 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 Minneapolis. Each year we manage Career & College Centers in 11 MPS high schools, train and place nearly 1,600 Minneapolis youth in paid Step Up internships with more than 200 employers, engage hundreds of volunteers as Graduation Coaches and career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at [www.achievempls.org](http://www.achievempls.org).

### **About Step Up**

The Step Up Youth Employment Program prepares today's youth for tomorrow's careers by recruiting, training and placing more than 1,600 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 the City of Minneapolis, AchieveMpls, Minnesota Department of Employment and Economic Development and Project for Pride in Living. [Learn more about the program at [www.stepupmpls.org](http://www.stepupmpls.org).]

### **The Young People We Serve**

Step Up supports historically underrepresented youth in Minneapolis who are ready to navigate the professional world. Step Up interns are the leaders of tomorrow, the talent that will power our region and the young people who reflect the global fluency of our communities. Nearly 91 percent of Step Up interns are people of color, and 48 percent come from immigrant families. Interns from 2017 were born in 35 different countries and speak 32 unique languages.

### **Position Overview**

The Step Up Youth Services Associate works with school partners and directly with Minneapolis youth to support their participation in Step Up. As part of the Step Up program team, the Youth Services Associate develops and executes intern recruitment plans with local high schools and plays a vital role in the development and execution of intern work-readiness training. They also match youth to internships and support interns' on-the-job success through job coaching.

### **Duties and Responsibilities**

- Develop and strengthen relationships with school administrators, staff and students
- Develop student recruitment and support plans with school leaders and school-based programs to maximize youth recruitment and participation opportunities
- Develop and lead implementation of recruitment strategies and activities at designated schools, including utilizing Step Up student advocates for youth recruitment
- Deliver recruitment presentations to large and small groups of students
- Deliver resume workshops to interns
- Utilize CRM database to record, update and track Youth Services activities and progress

- Conduct one-on-one interviews with interns
- Facilitate occasional intern training sessions
- Make quality internship placements, matching employer needs to student skills and interests.
- Serve as a job coach to offer ongoing support to interns and supervisors during the summer internship period.
- Provide administrative support to the program, including data entry, phone calls, emails and mass emails.

#### **Qualifications:**

- Commitment to education equity, career and college readiness and workforce development
- Proven record of working effectively with diverse student population
- Ability to work collaboratively with school staff and community partners
- Ability to take initiative to engage students, teachers and other school staff
- Task-oriented, results-driven team player
- Persistent, flexible and able to thrive in a fast-paced environment
- Excellent oral and written communication skills
- Ability to provide outstanding customer service
- Determination and drive, excellent problem solving skills
- An open, positive attitude and commitment to youth
- Competency in Microsoft Office and database applications; Microsoft CRM preferred
- Knowledge and experience in work-readiness or secondary education preferred
- Bachelor's degree from accredited college or university or equivalent work experience

#### **Salary Range**

\$32,000 - \$39,000, depending on experience.

#### **To Apply**

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to [HR@achievempls.org](mailto:HR@achievempls.org). The deadline for applications is Monday, April 29, 2019.

### **AchieveMpls is an Equal Employment Opportunity Employer**

#### **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.